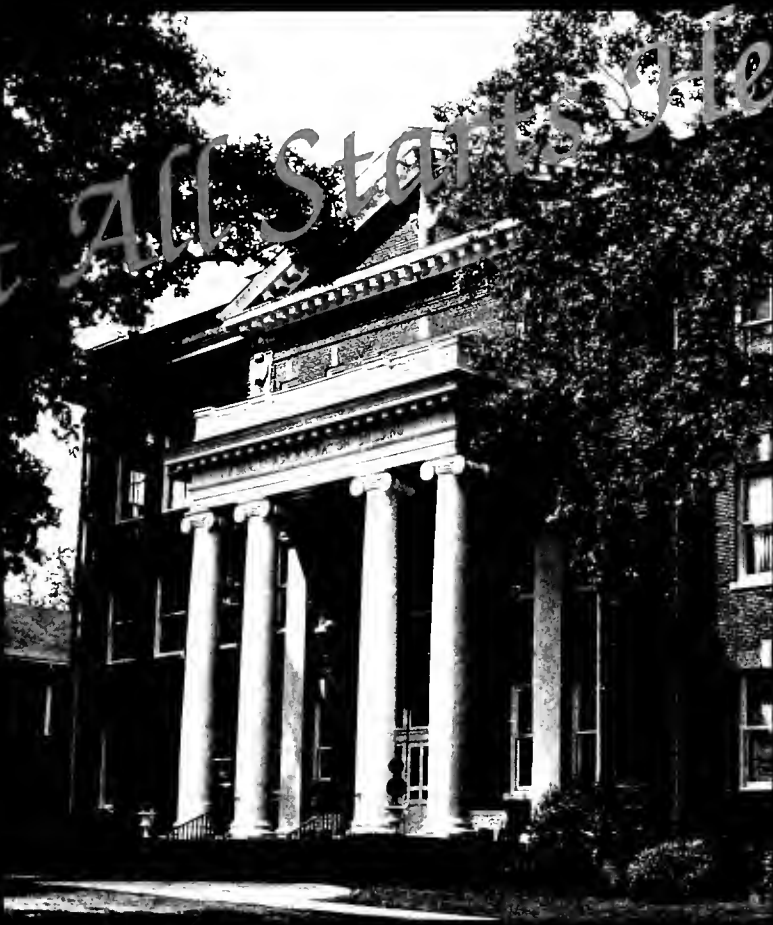


*It All Starts Here*



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**Anderson College**  
**1992 - 93**  
**Student Handbook**

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Handbook Editor . . . . . Sidney K. Mize  
Dean of Student Development

Cover Design . . . . . Guy Kohn  
Class of '93

Policies and regulations may be amended from time to time by action of the responsible bodies.

# Welcome

## Welcome from Student Government President

Dear Students,

Welcome to Anderson College. We hope you have had a good summer and that you are as excited about the 1992-93 school year as we are. The Student Government Association has made plans for the coming year to make your time more enjoyable.

We hope that each of you will take advantage of the many opportunities to get involved in activities here at AC. This year can be one to remember if all of us are active on campus and enjoy the company of each other. Again, we welcome you to Anderson College, and I look forward to getting to know you.

Sincerely,  
David Herndon  
Student Body President

## Statement of Purpose

Anderson College is a private, coeducational, liberal arts college, sponsored by the South Carolina Baptist Convention which provides opportunities for higher education at the undergraduate level. The college offers a Christian educational program whereby students are provided opportunities to develop intellectually, physically, socially, morally, and spiritually within an institution which affirms the teachings of Jesus Christ as the ultimate guide for living. The college is operated by Christian trustees, faculty, administration, and staff.

## Statement of Values

The basis of all interaction at Anderson College is the expectation that students, faculty, and staff will behave in accordance with the values of a Christian academic community.

Anderson College's ideals are the ideals of Christian people. Each student is responsible for his or her actions, not only to self and to God, but also to the college and to fellow students.

Choosing to join this college community obligates each person to a code of behavior which is published in the College Catalog and Student Handbook. This code is guided by the Christian principles of love of God, neighbor, and self. Therefore, as a student in the Anderson College community, I agree to practice

**Respect for Others.** I will act in a manner that is respectful of the rights and privileges of others. Every member of the college community regardless of race, sex, age, disability, or religion has the right to grow and learn in an atmosphere of respect and support.

**Respect for Property.** I will act in a way that respects personal, college, and community property. Actions and behavior must not be wasteful or destructive to individuals, property, or the natural environment.

**Respect for Truth.** I will be truthful in all areas of my life. Truth forbids lying, cheating, stealing, and plagiarism. This principle requires high standards of integrity and moral obligation that all students are expected to exemplify in relation to roommates, friends, students, peers, and family.

**Respect for Rules, Regulations, and Law.** I will abide by and support the rules and regulations of the Anderson College Code of Conduct and abide by all federal, state, and local laws and ordinances.

**Respect for Academic Integrity.** I will do my own course work, in preparation for all assignments and in the classroom. This will enable each student to expand boundaries of knowledge, skill, understanding, appreciation, and sensitivity to the world of ideas and values.

## The Student's Responsibility

Attendance at Anderson College is a privilege, not a right. The privilege granted a student carries with it certain expectations which are necessary for living in a community with others, attaining educational instruction, growing responsibly and developing one's personhood. Anderson College expects each student who voluntarily registers at the institution to be in fact saying that he/she will cooperate with the expectations and regulations as found in the Student Handbook and the College Catalog. Furthermore students are responsible for information in the campus newspaper, the weekly Campus News, bulletin boards, campus post office boxes, and the Residence Life Newsletter.

## Goal and Objectives of SGA

**Goal:** To foster student interests and activities, to aid in administering regulations, and to transact business pertaining to the student body.

**Objectives:**

- I. To organize an effective Executive, Legislative, and Judicial Branch of student governance.
- II. To create permanent or ad hoc committees to pursue and/or carry out student interests or projects.
- III. To implement avenues of effectively communicating to the Administration of Anderson College student concerns and information.
- IV. To implement avenues of effectively communicating to the students of Anderson College student concerns and information.
- V. To assist in preparing a budget for the Student Government Association and a social activities budget.
- VI. To communicate by action that the Student Government Association is an effective and viable organization.
- VII. To assist in training and developing student leadership.



# Student Government Association

## Executive Branch

President ..... David Herndon  
Vice President ..... Bryan Lewis  
Secretary ..... Mary-Anne Richards

## Activities Board Committees

Activities Board Chairperson ..... Sarah Garrett  
Film ..... Karie Brown  
Special Events ..... Vanessa Vaughn  
Dance/Concert ..... April Carter  
Travel/Shortcourse ..... Tiffini Carnes  
Outdoor/Recreation ..... Scott Hagler

## Other SGA Committees

Communications ..... Stacy Gray  
Food Service ..... Paul Brown  
Traffic Appeals ..... Tim Wilson  
SGA Budget Review ..... Shawn Poore  
Commuter ..... Brandon Whitworth

## Judicial Branch

Attorney General ..... Paul Brown  
Assistant Attorney General ..... Heather Reid

## Senior Class Officers

President: ..... Carla Waddell  
Senators: ..... Robert Busby  
..... Laura Castles  
..... Cindi Combes  
..... Amy Hobbs  
..... Tracy Kulish  
..... Darrell Zanca

## Junior Class Officers

President: ..... Perry Noble  
Senators: ..... Dusty Lollis  
..... Heather Papala  
..... Shannon Cothran

## Sophomore Class Officers

President: ..... Antonia Hunt  
Senators: ..... Ashley Barnes  
..... Suzanne Crowder  
..... Chantel Evans  
..... Allison Mode  
..... Steven R. Smith  
..... Wyman Richardson

## Administrative Organization

President's Office - Merritt, 2nd floor . . . . .	2100
Mark Hopkins, President	
Richard Roberts, Assistant to the President . . . . .	2045
Geri Ifkovits, Administrative Assistant . . . . .	2100

Community Relations Office - Merritt, 3rd floor	
Claudia Boles, Director . . . . .	2016
Butch Blume, News Service Director . . . . .	2015

### Academic Affairs

Vice President's Office - Merritt, 2nd floor . . . . .	2145
G. Melvin Hipps, Vice President and Academic Dean . . . . .	2145
Charles Hood, Associate Academic Dean . . . . .	2065
Linda Clark, Administrative Assistant . . . . .	2145
Bill Childress, Registrar, Student Ctr. Bldg . . . . .	2120
Claudia Boles, Director of Adult Education, Merritt . . . . .	2016
Linda Carlson, Director of Academic Services Center, WTC . . . . .	2026
, Director of the Honors Program	

Library . . . . .	2050
Kent Millwood, Director and Librarian . . . . .	2049
Brenda DuBose, Assistant Director and Assistant Librarian . . . . .	2050
Debbie Kanairis, Assistant Librarian/Reference . . . . .	2050
Cheryl DeHoll, Assistant Librarian/Cataloguing . . . . .	2050

### Academic Division Chairmen

Business and Professional Studies . . . . .	Bruce Jones
Education . . . . .	Joellen C. Harris
Fine Arts . . . . .	David Larson
Literature, Language and Journalism . . . . .	Shirley Jacks
Natural Science and Mathematics . . . . .	Thomas Kozel
Social Sciences, History, and Religion . . . . .	Stuart Sprague

### Business Affairs

Vice President's Office - Merritt, 2nd floor . . . . .	2066
Dan Phillips, Vice President . . . . .	2067
Joy Wiles, Administrative Assistant . . . . .	2066
Sara Westmoreland, Switchboard Operator . . . . .	2000

Business Office - Student Center Building . . . . .	2130
---	------

Physical Plant - Student Center Building . . . . .	2115
Olin Padgett, Director . . . . .	2116
Johnny Fleming, Foreman . . . . .	2110
Dennis McKee, Foreman . . . . .	2110

Bookstore - Student Center Building . . . . . 2010  
 Carl Jacobs, Supervisor  
 Rick King, Assistant

Post Office - Student Center Building . . . . . 2113  
 Orene Brinson, Postal Clerk

ARA Food Service - Merritt Building . . . . . 2031  
 George Wilkie, Director

**Institutional Advancement**

Vice President's Office - Merritt, 1st floor . . . . . 2103  
 R. Dean Woods, Interim Vice President  
 Kelly Moorer, Alumni Relations . . . . . 2064  
 Lynn Stoddard, Corporate and Foundation Support . . . . . 2065  
 Lucy Rogers, Administrative Assistant . . . . . 2102

Centre Stage - Fine Arts Center . . . . . 2001  
 Larry Scofield, Director of Fine Arts and Performance Endowment  
 Carolyn Gabbard, Secretary . . . . . 2083

**Student Development**

Student Development Office - Merritt, 1st floor . . . . . 2075  
 Jim Whitlow, Vice President  
 Sidney Kerr Mize, Dean  
 Eunice Thorne, Administrative Assistant

Athletic Program - Abney Center . . . . . 2029  
 Steve Lytton, Director . . . . . 2022  
 Linda McLees, Secretary . . . . . 2029  
 Tim Ellis, Athletic Trainer . . . . . 2144  
 Coaches:

Women's Basketball -- Eddie McCurley . . . . . 2023  
 Men's Basketball -- Steve Lytton . . . . . 2022  
 Men's Soccer -- Rick Wright . . . . . 2109  
 Women's Soccer -- Greg Stone . . . . . 2012  
 Golf -- Jay Seawell . . . . . 2137  
 Men's Tennis -- Ned Caswell . . . . . 2098  
 Women's Tennis -- Jim Thompson . . . . . 2097  
 Softball -- Pam Bryant . . . . . 2032  
 Baseball -- Bobby Beville . . . . . 2074  
 Assoc. Baseball -- Joe Miller . . . . . 2013  
 Women's Volleyball -- Cole Tallman . . . . . 2009  
 Wrestling and Asst. Baseball -- Todd McCormick . . . . . 2109  
 Track and Cross Country -- Andy Henry . . . . . 5621  
 Table Tennis (Coed) -- Richard McAfee

Religious Activity Center - Whyte Building . . . . .	2077
Sandy Kidd, Chaplain	
Deborah Lamb, Assistant to the Chaplain	
Martha Powell, Secretary	
Counseling Center - Whyte Building . . . . .	2018
Sandy Kidd, Director	
Ken Watkins, Director of Career Planning and Orientation	
Ros Clamp, Counselor	
Donna Knighton, Secretary	
Health Center, New Dorm . . . . .	2148
Karen Morgan, Nurse	
Residence Life Office - Lawton Hall . . . . .	2175
Frank Welch, Director . . . . .	2129
Bitsy Farmer, Assistant Director . . . . .	2176
Vickie Griffin, Office Manager . . . . .	2175
Residence Hall Supervisors: East Commons - Bitsy Farmer . . . . .	2430
Pratt - Susan Hamm . . . . .	2170
Denmark - Grace Melton . . . . .	2174
New Dorm - Deborah Lamb . . . . .	2169
Lawton - Scott Betsinger . . . . .	2172
Rouse - Tim Farmer . . . . .	5744
Security Office - Gatehouse . . . . .	2060
Jim Norment, Director	
Student Activities - Student Center Building . . . . .	2079
Susan Coleman, Director	
Jay Seawell, Assistant Intramurals Director	
Mary Ann Richey, Secretary	
Admissions Office - Rice Building . . . . .	2030
Carl Lockman, Director . . . . .	2036
Rick Whiten, Associate Director . . . . .	2035
John Lancaster, Counselor . . . . .	2033
Dell Aycock, Counselor . . . . .	2037
Leonard Johnson, Counselor . . . . .	2040
Eddie McCurley, Counselor . . . . .	2011
Rick Wright, Athletic Admissions Coordinator . . . . .	2034
Wanda Fricks, Secretary . . . . .	2030
Dani Martin, Secretary . . . . .	2030
Financial Aid - Rice Building . . . . .	2073
Jim Owens, Director	
Wayne Landrith, Assistant Director	
Mark Hughes, Assistant Director	
Pat Simes, Receptionist and Student Work Coordinator	

## Whom to Ask or Where to Go for Service

Absences: Class . . . . .	Individual Instructor
LEE (Chapel) . . . . .	Chaplain
Academic Honors . . . . .	Academic Dean
Assignment of Adviser . . . . .	Academic Dean's Office
Athletics . . . . .	Athletic Director
Automobile Registration . . . . .	Security Office
Campus News . . . . .	Student Activities Office
Career Concerns . . . . .	Counseling Center, Academic Adviser
Change Machine . . . . .	Snack Bar
Check Cashing . . . . .	Business Office
Class Schedule Problems . . . . .	Adviser and Registrar's Office
College Vehicles . . . . .	Supervisor of Physical Plant
Course Selection . . . . .	Academic Adviser
Residence Hall Repairs . . . . .	RA or Residence Life Office
Holidays, Class Schedules, College Calendar of Events . . . . .	Academic Dean's Office
Housing Requests . . . . .	Residence Life
ID Cards . . . . .	Security Office
Illness . . . . .	Health Center
Intramurals . . . . .	Student Activities Office
Lost and Found . . . . .	Student Development Office
Newspaper (Echoes) . . . . .	3rd Floor Merritt Building
Parking Decals . . . . .	Security Office
Personal Problems . . . . .	Counseling Center, Chaplain, RA, RHS
Probation/ Suspension . . . . .	Associate Academic Dean
Room Change . . . . .	Residence Life
Room Keys . . . . .	Residence Life
Roommate Problem . . . . .	RA, RHS, or Residence Life Director
Stamps . . . . .	Student Center, Stamp Machine
Student Activities . . . . .	Student Activities Office
Student Bank . . . . .	Business Office
Student Work . . . . .	Financial Aid Office
Summer School and Night Classes . . . . .	Registrar's Office
Thefts . . . . .	Security Office
To Drop a Course . . . . .	Registrar's Office for Form, then Adviser and Faculty Member
Traffic Tickets: Inquiry . . . . .	Security Office
Payment . . . . .	Business Office
Transcript of Record or Credits . . . . .	Registrar's Office
Transferring to Another College . . . . .	Adviser or Counseling Center
Vehicle Registration . . . . .	Security Office
Visitor Registration . . . . .	Residence Life
Withdrawing from College . . . . .	Counseling Center
Yearbook (Columns) . . . . .	3rd Floor Merritt Building

## Faculty Office Locations

Name	Teaching Field	Office Location/Ext.
Arnthorsson, Arni	Business	WTC #005
Barry, Ron	Health/Physical Edu.	FOB #4, 2185
Boyte, John	Business Administration	WTC #115, 2084
Boyte, Ruth	Business Education/Adm.	WTC #117, 2186
Burks, Robert	Religion	WTC #103, 2054
Carlson, Linda	Academic Advisor	WTC ASC Office
Carroll, Perry	Music/Instrumental	Music Bldg., Ext 2121
Childress, Bill	Agriculture	Registrar's Office, 2119
Clark, James	Music/Piano	Music Bldg., 2124
Clonts, Jerry	Biology	WTC #203, 2089
Cox, Wayne	English	FOB #1, Ext. 2155
Davison, Doug	English	FOB #9, 2163
Davison, Jacque	Mathematics	FOB #10, 2164
Franks, Robert P.	Business Administration	WTC #209, 2092
Freeman, Kim	Mathematics	FOB #15, 2028
Fries, Robert	Physics	WTC #207, 2091
Ganza, William	Sociology	WTC #113, 2059
Grant, Steve	Music	Music Bldg., 2126
Hanley, Bobby	English	Merritt, 3rd floor, 2112
Hanley, Nancy	Reading/Study Skills	Whyte, 3rd Fl., 2048
Harris, Joellen	Education	Whyte, 3rd Fl., 2142
Haughey, Jim	Writing Lab/English	WTC ASC Office, 2047
Heritage, Robert	Music/Choral Director	Music Bldg., 2122
Hunter, Jill	Education	Whyte, 3rd F., 2192
Jacks, Shirley	French, English	FOB #7, 2156
Jones, Bruce	Business	MB, 3rd Fl. 2003
Kaniaris, Peter	Art	Art Bldg., 2154
Karnes, Carol	Business	WTC #111, 2160
Kelley, Robin	Biology	WTC #202-A, 2088
Kidd, Sandy	Religion/Chaplain	Whyte Gym, 2077
King, Ellen	Mathematics	FOB # 12, 2166
Korn, David O.	Spanish	WTC #001, 2081
Kozel, Thomas	Biology	
Krate, Ronald	Psychology	FOB #6, 2160
Lassiter, John	History	WTC #219, 2096
Larson, David	Fine Arts	MB 3rd Fl. 2002
Martin, Anne	Home Ec./Interior Design	WTC #003, 2053
Martin, Mary	Home Ec/ Fashion Merch.	WTC #109, 2180
McLeod, Anita	Music	Whyte, 2188
McGregor, Kathryn	Business Education	WTC #119, 2086
Mitchell, Jo Carol	Photography	Art Bldg., 2152
Mulligan, Pat	History/Political Science	WTC #211, 2093
Mynatt, Danny	Religion	WTC #107, 2056
Overly, Ken	Chemistry	WTC #217, 2091

Oxford, Denise  
Pohl, Harry  
Pryor, Betty Jo  
Rish, Joy  
Roberts, Janet  
Russell, Henry  
Senn, Sherry  
Sprague, Sarah  
Sprague, Stuart  
Staggers, Wanda  
Tedder, Kellie  
Tribble, Marshall  
Walker, Brena  
Webb, Lawrence  
Wood, Joyce  
Wooten, Margaret  
Wooten, Susan

Speech/Theatre  
Math Lab/Mathematics  
Biology  
Mathematics  
Music  
English  
Mathematics  
English  
Religion/Honors  
Computer Science  
Mathematics  
Sociology  
English  
Journalism  
History  
English  
Art

Merritt Theatre, 2153  
WTC ASC Office, 2085  
WTC #201, 2087  
FOB #14, 2055  
Music Bldg., 2123  
FOB #2,  
FOB #11, 2165  
FOB #5, 2047  
MB, 3rd Fl., 2168  
WTC #101, 2111  
FOB #13, 2167  
WTC #213, 2094  
FOB #3, 2157  
Journalism House, 2099  
WTC #215, 2095  
FOB # 8, 2162  
Art Bldg., 2151

LEGEND: WTC - Watkins Teaching Center  
FOB - Faculty Office Building  
Lib. - Library

# Academics

Anderson College offers the Bachelor of Arts degree with majors in Liberal Studies, Communications, Art and Music, the Bachelor of Science degree with majors in Business and Elementary Education, and the Bachelor of Music Education degree. In addition, students may pursue the Associate in Arts degree or the Associate in Arts in Hotel, Restaurant and Tourism degree. See College Catalogue for the courses required of all students and the recommended curricula for specific degrees and majors.

## Academic Services Center

The Academic Services Center at Anderson College functions as an enhancement to the academic courses and is intended to facilitate students' development of skills essential to academic success. The services of the Center are available at no additional cost to all Anderson College students.

The Academic Services Center conducts two major programs, the Tutorial Program and the College Opportunity Program. The Tutorial Program provides assistance to students who may need help in understanding a subject or in completing a particular assignment. Tutoring, which is provided by both faculty and students, is available in most subjects; but special assistance is available through the Writing Laboratory and the Mathematics Laboratory, which are staffed by faculty specialists in composition and in mathematics. Tutoring is available during the afternoons and evenings four days a week.

The College Opportunity Program consists of courses, tutoring, advising, and counseling designed especially for students whose placement test scores and/or high school records indicate a need for special assistance in reading, writing, or mathematics. The faculty, administration, and staff of Anderson College believe that competence in these skill areas is essential for success in college as well as in one's future career and personal life. The College is committed to giving a chance to students whose educational backgrounds may not have adequately prepared them for college-level work in these areas.

## Academic Advising

Each student has an academic adviser available for academic advice and assistance. The adviser is available to the student for personal conferences and several group conferences throughout the semester which the student is expected to attend. The student pre-registers for all courses with the adviser before the beginning of each semester. The average academic load is 16 semester hours (about 5-6 courses). Twelve semester hours is the minimum load for a fulltime student, and special permission is required from the Associate Academic Dean for more than 18 semester hours.

## Schedule and Course Changes

During the first three class days of the semester, students may drop and add classes if necessary with the approval of the adviser and the instructors whose classes are involved. All class enrollments are closed after three days. A fee is charged for any class added after registration.

## Withdrawing from Class

Students are advised not to withdraw from classes except for extreme circumstances. Withdrawal from a class is permitted through the twelfth week of the sixteen week semester if it is absolutely necessary and has been approved by the adviser and the faculty member whose class is dropped.



Any class dropped during the first two weeks of the semester does not appear on the student's record. The student is financially responsible for all classes in which enrolled from the beginning of the semester.

Students who officially withdraw from college, dropping all classes, will receive a prorated refund (see catalog).

There is a prescribed procedure for withdrawing from college or dropping individual classes. Failure to use or complete this procedure will result in failing grades being assigned.

### **Class Attendance**

Absence from more than three (3) times the number of scheduled class sessions per week, WHETHER EXCUSED OR UNEXCUSED, is excessive and the student will receive a grade of "F" unless the student requests a withdrawal or an incomplete, according to the policies stated in the Handbook.

### **Grading**

Grades given at Anderson College are:

- A - Superior
- B - Excellent
- C - Good Average
- D - Passing, but Below Average
- CR - Credit
- NC - No Credit
- F - Fail
- I - Incomplete
- W - Withdrew
- NR - No report by Faculty Member
- X - Audit, No Credit

A grade point average is the result of dividing all semester hours attempted (not just those earned) into the total quality points. Quality points are derived from multiplying the credit hours of the course times the number value for the letter grade. (A=4, B=3, C=2, D=1).

### **Honors**

Fulltime students with 3.5 and higher grade point average are named to the "Dean's List" and are eligible for membership in honor societies.

### **Probation and Suspension**

In order to remain in good academic standing a student must earn a certain grade-point average in relation to the number of credit hours attempted. These averages are noted below:

When a student has attempted:	Minimum Cumulative GPR must be:
12 semester hours	1.3
13-25 semester hours	1.4
26-38 semester hours	1.5
39-51 semester hours	1.6
52-64 semester hours	1.7
65-77 semester hours	1.8
78-90 semester hours	1.9
91+ semester hours	2.0

Students who fail to achieve the required grade-point average will be placed on academic probation during the following semester. Failure to achieve the required average for two consecutive semesters will result in suspension from the College for one semester. Students who wish to return to AC following the semester of suspension must apply for readmission through the Admissions Office. Decisions regarding readmission will be based on the likelihood that the student will ultimately be able to complete successfully the academic program at AC.

Students who do not pass at least 60 percent of the course work for which they registered during two consecutive semesters will be placed on quantitative probation. Failure to pass at least 60 percent of the course work for which one is registered for a third consecutive semester will result in suspension.

### **Right of Appeal**

Students may appeal any academic decision or action if they feel that there are extenuating circumstances that warrant a reconsideration of the decision or action or if they feel they have been treated unfairly or arbitrarily. All appeals must be presented IN WRITING by the student to the person who made the decision or took the action. All appeals must be initiated by the student within thirty (30) days of the decision or action. In the case of appeals of grades or other decisions made by instructors, the appeal should be presented first to the instructor involved. If the matter is not resolved at this level, the appeal should then be presented IN WRITING to the appropriate division chair, then to the Associate Academic Dean, the Academic Dean, and then the President. At each stage of appeal, the person to whom the appeal is presented will respond to it in writing, with copies submitted to the student and the other individuals who have dealt or will deal with the case in question.

# Academic Honesty and Dishonesty

## I. Policy on Academic Dishonesty

Students at Anderson College are expected to conduct themselves with integrity and to be honest and forthright in their academic endeavors. Just as academic honesty is vitally important to the value of a college education, academic dishonesty is a serious offense because it diminishes the quality of academic scholarship at Anderson College and defrauds society, the institution, faculty and other students. Additionally, academic dishonesty undermines the efforts of those who may eventually depend upon our knowledge and integrity.

Anderson College encourages the imposition of strict penalties for academic dishonesty and does so in order to protect the integrity of the grading system and to affirm the importance of honesty, integrity and accountability in the College community.

### Assumptions

1. A concern for the whole person, as is inherent in a Christian approach to higher education, and as espoused by the College, is foundational to its educational philosophy and recognizes academic dishonesty as the antithesis of this philosophy.
2. Dishonesty in academic matters deceives and threatens not only the individual institution of higher education but also the larger society.
3. Students and faculty alike are alarmed, concerned, and justifiably outraged by acts of academic dishonesty.
4. Apparent tolerance of academic dishonesty may encourage cheating, plagiarism and fraud.
5. Lack of concern for and inattention to the issue of academic dishonesty suggests that the values of integrity and honesty are not important and therefore, will not be encouraged.
6. Academic dishonesty, in any form, corrupts the essential process by which knowledge is advanced.
7. Standardization of the College's policy addressing academic dishonesty, and the expectation that all students and instructors will adhere to it, will ensure equity, justice and fairness in academic matters related to academic honesty and dishonesty.

### Forms of Academic Dishonesty

#### A. Plagiarism

**Plagiarism is the presentation of someone else's words, ideas or data as one's own work.** When a student submits work for credit that includes the words, ideas or data belonging to or produced by others, the source of that information must be acknowledged through complete, accurate, and specific footnote or "in-text" references, and, if verbatim statements are included, through quotation marks as well. **By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements.** A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness:

1. Whenever one quotes another person's actual words;

2. Whenever one uses another person's idea, opinion or theory, even if it is completely paraphrased in one's own words; and
3. Whenever one borrows facts, statistics, or other illustrative materials, unless the information is common knowledge.

#### **B. Fabrication**

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

Examples:

1. Citation of information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise, unless directed by the instructor to list references consulted even if not cited.
3. Inventing data or source information for research or other academic exercise.
4. Submitting as one's own any academic exercise (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another, including purchased term papers.
5. Taking a test for someone else or permitting someone else to take a test in one's place.

#### **C. Cheating**

Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered.

Examples:

1. Copying from another student's test paper.
2. Allowing another student to copy from a test paper.
3. Using the course textbook or other material such as a notebook brought to a class meeting but not authorized for use during a test.
4. Collaborating during a test with any other person by receiving information without authority.
5. Using specifically prepared materials during a test, e.g., notes, formula lists, notes written on the student's clothing, etc.

#### **D. Academic Misconduct**

Academic misconduct is the intentional violation of College policies, by tampering with grades, or taking part in obtaining or distributing any part of an unadministered test or other restricted educational materials.

Examples:

1. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
3. Bribing any other person to obtain an unadministered test or any information about the test.
4. Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
5. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the College which relate to grades.
6. Entering a building or office for the purpose of obtaining an unadministered test.

Academic honesty is the individual responsibility of each student. Students should report violations of the Anderson College Policy on Academic Honesty and Dishonesty either to the instructor of the course affected or to the Associate Academic Dean.

## II. Procedure

Individual faculty members have the responsibility for determining the action, within the guidelines provided below, to be taken in cases of academic dishonesty relating to their courses. **Acts of academic dishonesty are never to be ignored or overlooked for any reason.** However, once detected by the faculty member, extenuating circumstances relating to an act of academic dishonesty may be communicated to the Associate Academic Dean.

A. When, in the opinion of an instructor, a student has committed an act of academic dishonesty, the following procedure must be followed:

1. The instructor will inform the student in private, if possible, of the nature of the charge of alleged academic dishonesty (it is at this point that the student may respond verbally to the instructor's charge). The instructor will simultaneously request in writing that the Associate Academic Dean verify the alleged incident's being a first offense. (Note: This contact with the Associate Academic Dean is not intended to circumvent the levels of the process of appeal; rather, it is to ensure the tracking and record keeping related to repeat offenses of academic dishonesty.)
2. When the incident has been verified as a first offense, the instructor will notify the student in writing of the charge of academic dishonesty and the action or penalty imposed by the instructor.
3. When a student is accused of academic dishonesty, the faculty member must be prepared to provide evidence and/or support for the accusation upon which the decision rests.
4. A student may appeal the decision/penalty if he or she feels there are extenuating circumstances that warrant a reconsideration of the decision or action or if he/she feels they have been treated unfairly or arbitrarily. All appeals by students must be initiated within 5 working days after being notified in writing by the instructor of the alleged violation (see #2 above).
5. All appeals must be presented IN WRITING by the student in the order listed.
  - a. instructor
  - b. division head (unless this is also the instructor)
  - c. Associate Academic Dean
  - d. Vice President for Academic Affairs
  - e. President

At each stage of appeal, the person to whom the appeal is presented will respond to it in writing within 3 working days after receiving the appeal, with copies submitted to the student and the other individuals who have dealt with or will deal with the case in question.

6. If the alleged violation occurs during the final examination period of a semester, the Associate Academic Dean will authorize the assignment of an "I" grade to show incomplete work. The grade will remain until the alleged violation is adjudicated.

When a student has been accused of an act of academic dishonesty, the student is required to participate in the entire process of adjudication and may not withdraw from the course in which the alleged violation occurred in hopes of avoiding possible repercussions of the alleged violation.

### III. Penalties

- A. A student guilty of the first offense of academic dishonesty will receive as maximum penalty a grade of "F" for the course. Lesser penalties will be left to the discretion of the instructor. Allowing a student accused of a violation to withdraw from or drop the course is not an appropriate action.
- B. A student guilty of the second offense of academic dishonesty will receive a grade of "F" for the course, may be suspended for a period of one semester (to be enforced during the next semester), and may be permanently dismissed from Anderson College.

### IV. Confidentiality

In accordance with provisions of the Family Educational Rights and Privacy Act of 1974 any information related to an alleged violation of the College's Policy on Academic Honesty and Dishonest must be treated as strictly confidential by members of the faculty and administrative staff.

### Final Exam Schedule 1992-93

If your class meets at:	First Semester Exam Given:	If your class meets at:	Second Semester Exam Given
1:30 MWF	Fri., Dec. 11 -- 9 a.m.	8:00 MWF	Tues., Apr. 27 -- 9 a.m.
2:30 MW	Fri., Dec. 11 -- 1 p.m.*	9:00 MWF	Wed., Apr. 28 -- 9 a.m.
12:30 MWF	Mon., Dec. 14, -- 9 a.m.	10:00 MF	Thurs., Apr. 29 -- 9 a.m.
11:30 MWF	Tues., Dec. 15 -- 9 a.m.	11:30 MWF	Fri., Apr. 30 -- 9 a.m.
10:00 MF	Wed., Dec. 16 -- 9 a.m.	12:30 MWF	Mon., May 3, -- 9 a.m.
9:00 MWF	Thurs., Dec. 17 -- 9 a.m.	1:30 MWF	Tues., May 4 -- 9 a.m.
8:00 MW	Fri., Dec. 18 -- 9 a.m.	2:30 MWF*	Tues., May 4 -- 1 p.m.
*Note that the 2:30 MW and MWF exams are at 1 p.m. rather than 9 a.m. like all other MWF classes.			
3:05 TTh	Sat., Dec. 12 -- 9 a.m.*	8:00 TTh	Tues., Apr. 27 -- 1 p.m.
1:40 TTh	Mon., Dec. 14 -- 1 p.m.	9:25 TTh	Wed., Apr. 28 -- 1 p.m.
12:15 TTh	Tues., Dec. 15 -- 1 p.m.	10:50 TTh	Thurs., Apr. 29 -- 1 p.m.
10:50 TTh	Wed., Dec. 16 -- 1 p.m.	12:15 TTh	Fri., Apr. 30 -- 1 p.m.
9:25 TTh	Thurs., Dec. 17 -- 1 p.m.	3:05 TTh	Sat. May 1 -- 9 a.m.*
8:00 TTh	Fri., Dec. 18 -- 1 p.m.	1:40 TTh	Mon. May 3 -- 1 p.m.
*Note that the 3:05 TTh exam is at 9 a.m. rather than 1 p.m. like all other TTh classes.			

## Policies Governing Final Exams

1. Exams will be given on the day and hour scheduled. **Students will not be permitted to take exams early except for highly extenuating circumstances.** Late exams will be scheduled **ONLY** when a student has a verifiable debilitating illness or injury or a death in the immediate family which occurs at a time that requires the student's absence from an exam. When one of these circumstances applies, the student is required to notify the instructor before the time of the exam so that a grade of I (Incomplete) can be recorded for the course, if necessary. The student is also required to arrange with the instructor a time when the exam can be scheduled.
2. At the discretion of the instructor, a student may be allowed to take the final exam without another section of the same course taught by the instructor (or taught by another instructor if the exam is a common departmental exam).
3. There will be no opportunity for any additional or make-up work after the final exam. There is **NO** re-exam. All grades are final and will be changed only to correct an error made by an official of the College.
4. Students who do not appear for the final exam when it is scheduled and have not notified the instructor of an illness, accident, or death in the family, will receive a grade of F for the exam.
5. If any student has an unpaid balance or fines owed to the College for any reason, or overdue library books, no transcripts for that student can be prepared until the financial accounts are settled.
6. Grades must be submitted by instructors to the Registrar's Office 24 hours after the exam is completed. Grades may be posted by the faculty with student approval. Students are not to call or ask for their grades from the Registrar's Office.
7. Evening classes will have exams on the evening the classes regularly meet, beginning with December 10th in the first semester and April 28th in the second semester.

Note carefully the time of the exam. No one will be allowed to make up an exam because he or she misread the exam schedule. Sleeping through an exam will also not be considered a reason for making up an exam.

## Library Regulations

1. The library hours are as follows:  
Monday - Thursday 8:00 a.m. - 11:00 p.m.  
Friday 8:00 a.m. - 3:00 p.m.  
Sunday 3:00 p.m. - 10:00 p.m.  
The library is closed during all college holidays.
2. The library may be used by all members of the college community. Students are asked to identify themselves by use of their identification cards when checking out books.
3. Books, except reference and reserve books, may be checked out for three weeks and may be renewed once for the same period provided no one has requested that particular book.
4. Reference books may not be taken from the library. Reserve books vary in terms of how long and in what manner they may be checked out.
5. A fine is charged for an overdue book.
6. Magazines and newspapers will be used in the library only.
7. Each borrower is held responsible for books checked out in his name. Over due books must be returned and fines paid in full before a student is entitled to receive credit for the semester.



# Student Development

## **Purpose:**

The Student Development Division of Anderson College is committed to the development of the student mentally, physically, socially and spiritually. The commitment to the development of students is supportive of the mission and purpose of Anderson College.

The division endorses the definition of student development which is the application of human development concepts in a post-secondary setting so that all involved can master increasingly complex developmental tasks, achieve self-direction, and become interdependent. The developmental tasks which need to be successfully mastered by students include:

1. **Achieving competence.** Competence involves the development of intellectual competence, physical and manual skills, and social and interpersonal competence. It involves also a sense of competence, defined as "the confidence one has in his ability to cope with what comes and to achieve successfully what he sets out to do."
2. **Managing emotions.** The young adult's first task is to become aware of feelings, to trust them more, and to recognize that they provide information relevant to contemplated behavior or to decisions about future plans. As a larger range of feelings are fully expressed, new and more useful patterns of expression and control can be achieved.
3. **Becoming autonomous.** Mature independence requires both emotional and instrumental independence and the recognition of one's interdependencies. To be emotionally independent is to be free of continual and pressing needs for reassurance or approval. Instrumental independence has two components, the ability to carry on activities and to cope with problems without seeking help, and the ability to be mobile in relation to one's needs. Interdependence is recognizing that loving and being loved are complementary, or that one cannot receive benefits of a social structure without contributing to it.
4. **Establishing identity.** Identity is confidence is one's ability to maintain inner sameness and continuity and involves clarification of conceptions concerning physical needs, characteristics, and personal appearances, and clarification of sexual identification, and of sex appropriate roles and behaviors.
5. **Freeing interpersonal relationships.** Relationships should shift toward greater trust, independence, and individuality and should become less anxious, less defensive, less burdened by inappropriate past reactions, more friendly, more spontaneous, more warm and more respectful. Developing tolerance for a wide range of persons is a significant aspect of this task.
6. **Clarifying purposes.** Development of purpose requires formulating plans and priorities that integrate avocational and recreational interest, vocational plans, and life style considerations.
7. **Developing integrity.** Developing integrity is defined as "the clarification of a personally valid set of beliefs that have some internal consistency and provide a guide for behavior." Such development involves the humanizing of values, the personalizing of values, and the development of congruence. Humanizing of values describes the shift from a literal belief in the absoluteness of rules to a more relative view. Personalizing values occurs as values are first examined and then selected by an individual. The development of congruence is the achievement of behavior consistent with the personalized values held.

## **Objectives:**

A definition of student development and identifying developmental tasks provide the basis for a theory of student development. With this in mind the division has three goals related to student development:

1. Provide programs which are intentionally designed to facilitate growth in identified developmental tasks.
2. Seek ways of informing parents and students about college life in general, Anderson College in particular, and the developmental needs of students.
3. Provide institutional research to assess student needs, developmental and environmental, in order to better understand, communicate and take appropriate action as a result of the research.

## **Organization:**

The Student Development Division is organized into several department/units: Athletics, Admissions, Campus Ministries, Counseling Center, Discipline, Financial Aid, Health Service, Residence Life, Security, and Student Activities. The staff is competent, highly professional and committed to a philosophy of student development.

## **Athletics**

Athletics at Anderson College provide an opportunity for those who are highly skilled in a sport to further develop their skills in an atmosphere conducive to the purpose of the college. The competitive performance of these skills against teams/individuals from other institutions may provide a level of general interest and spectator appeal to both students and the community.

Most participants in intercollegiate competition are on scholarship; however, try-outs are available for walk-ons. A student interested in trying out for a team should contact the respective coach.

Men's athletic competition is offered in basketball, baseball, golf, soccer, track, cross country, wrestling and tennis. Women's athletics consist of teams in basketball, softball, tennis, volleyball, and soccer. The men's teams are known as the TROJANS and the women's teams as the LADY TROJANS. The school colors are black and gold.

Cheerleaders have the responsibility for supporting the men's and women's athletic teams. There are twenty-two cheerleaders - ten upperclassmen, ten underclassmen and two alternates. Cheerleaders are divided into two squads in order to share responsibility for cheering at home and selected away games. The Trojettes Pom-Pon Squad is an auditioned group that performs dance/-pom-pom routines at selected home games.

Athletic facilities are available for student use when not scheduled for intercollegiate practice, games, or freeplay. These include: eight tennis courts (four lighted), Whyte gymnasium (used primarily for free play and intramurals), the athletic field, a weight room, and two racquetball courts on the lower ground level of Whyte gym.

The tennis courts are not available after 11:00 p.m. daily and not before noon on Sunday. The Whyte gymnasium is locked at 10:00 p.m. daily. The grassy areas around and including the athletic fields are not to be used as a golf practice area.

# Campus Ministries

Since Anderson College is a denominational school, religious life is integral to the College's mission and purpose. Campus Ministries is the parent of all religious activities. Even though a majority of AC's students are Baptists, a concentrated effort is made to provide fellowship and inspiration for those of other denominational preference.

Campus Ministries seeks to involve students in an inward journey in quest of the answer to the question, "Who am I?" It attempts to relate the fragments of truth discovered in the academic disciplines to the source and revealer of all truth, God. In so doing, Campus Ministries serves as an integrating force, helping students to gain a total picture of themselves, their work and their world.

The journey inward is designed to meet the students' personal needs for worship, study, and fellowship. It further seeks to involve the student in the life of and work of a local church. It leads the student to give priority to the kingdom of God through the practice of Christian stewardship.

Campus Ministries is also an organization that coordinates the best efforts of the students in an outward journey of service and ministry to other persons as it seeks to answer the question, "What shall I do?"

The objects of this ministry are two-fold: 1) to help other persons find their identity through relationships with God and people, and 2) to help them achieve a full and purposeful life through collaboration with Jesus Christ in loving service to each other.

The outreach of Campus Ministries provides opportunities for students to meet the needs of persons expressing their gifts and talents in witness activities, missions, social action, and ministry to others in the campus community.

## 1. Action Projects:

*Social Action:* Students are encouraged to become involved in special student mission projects. These projects are: visiting and preparing programs for nursing homes and the Boys and Girls Club and coordinating programs for children at the Jim Ed Rice Center on a weekly basis.

*Journey Teams:* Groups of students go to churches to conduct the service or present a program. This team is composed of young people who sing, give testimonies, and perform skits.

*Contributions to South Carolina Summer Missions and World Hunger Drive:* Each year Campus Ministries raises money for Summer Missions and World Hunger.

## 2. Bible Study Groups

*Agape Groups* are small groups on each dorm hall that meet together for Bible study, prayer, and a time of sharing.

*Cross Training* is a large co-ed Bible study and is the central Campus Ministries meeting. Once a week an outside speaker comes to the campus to lead a Bible study for students. Also creative worship experience is a part of *CROSS TRAINING*. Students are encouraged to be involved in the drama and music appreciation at Cross Training.

## 3. Christian Emphasis Week

Anderson College annually observes Christian Emphasis Week. This is a week of special emphasis on the spiritual development of the student. Morning and evening sessions are scheduled each day Wednesday through Friday.

## 4. Outreach:

Each semester Campus Ministries actively participates in the State Baptist Student Union Conventions. Monthly activities such as cookouts, musical concerts, and campus wide

fellowships are scheduled as outreach efforts of Campus Ministry. Again, these are for all students of Anderson College.

**5. Other Organizations:**

Other organizations included in the Campus Ministries program: the Church Related Vocations Association -- for those interested and committed to Christian service; Anderson College Athletes for Christ -- for all AC Athletes; and the Leadership Training Council -- for those interested in leadership and discipleship training, as well as those interested in assisting Campus Ministries officers throughout the year.

**Summary:** Opportunities for spiritual development are encouraged by the administration of the college. Students are given opportunities to grow spiritually as well as academically while at Anderson. The various programs offered by the college are numerous enough to meet almost any students' needs. Retreats, special seminars, Bible studies, discussion groups, and service opportunities are available to all students.

**Life Enrichment Experience**

Life Enrichment Experience (LEE) is a series of worship programs, musical presentations, and other programs designed to present the spiritual, scholarly, and culturally broadening influence of a Christian liberal arts college. The series will consist of at least 12 programs each semester. Credit for LEE will be awarded based on attendance as follows:

Attendance at 12 or more programs....Credit (CR)

Attendance at less than 12 programs...No Credit (NC)

In order to graduate from Anderson College, a student must have credit in LEE for each semester of fulltime attendance at AC.

## Local Churches

Anderson College encourages students to become involved in a local church. The institution believes that a part of a student's total development is cultivation of spiritual life, and while Anderson College provides many opportunities for spiritual development, we believe active participation in local church worship is integral to total spiritual development.

The list does not include all churches in the Anderson area. Since our commuting students maintain affiliation with their local church, we have tried to list the churches in which our resident students have become involved or churches which have made an effort to provide for resident students.

Boulevard Baptist  
700 Boulevard  
225-8693

River Street Baptist  
708 E. River Street  
225-9790

Concord Baptist  
1012 Concord Road  
225-4621

St. Joseph Catholic  
1200 Cornelia Road  
225-5341

First Baptist  
South Manning Street  
224-1622

Grace Episcopal  
711 S. McDuffie Street  
225-88011

Forest Hill Baptist  
909 Plantation Road  
224-8701

Holy Trinity Lutheran  
209 Broad Street  
224-4220

North Anderson Baptist  
North Main Street  
225-2575

St. John's Methodist  
515 S. McDuffie Street  
224-6563

New Prospect Baptist  
Centerville Community  
225-1236

Trinity Methodist  
1809 North Main Street  
224-2531

Pope Drive Baptist  
2510 Pope Drive  
226-1789

Central Presbyterian  
1404 Boulevard  
226-3468

## Health Center

The Student Health Center is located on the first floor of the New Dorm. The nurse is on duty during the fall and spring semesters from 1:00 p.m. to 9:00 p.m. Monday -- Thursday, and 1:00 p.m.-- 6:00 p.m. on Friday. A doctor is on campus for an hour each evening Monday - Thursday for those students having appointments. Appointments with the doctor must be scheduled by calling the nurse in advance. The Health Center is open during the summer sessions from 8:30 a.m.-- 4:30 p.m. with the nurse on duty. No on-campus doctor appointments are scheduled during the summer.

All resident students must have medical record and Consent for Treatment forms on file in the Health Center. All commuters who plan to use the health services must also have these forms completed. The staff may be unable to treat a student who does not have these forms on file.

The Health Center staff makes every effort to see that students receive proper medical attention. Treatment may be provided in the Health Center or students may be referred to doctors or dentists in Anderson. The costs of off-campus treatments and prescriptions are the responsibility of the student. Routine treatment in the Health Center is ordinarily free of charge, although some charges for tests and procedures provided in the Health Center may be passed on to students.

A student required to take special medications for allergies, diabetes, etc. should notify the Health Center nurse.

Students needing medical attention when the Health Center is closed should contact the Student Development or Residence Life Offices (during office hours) or the Residence Hall supervisor on duty (nights and weekends).

## Residence Life

Residence life at Anderson College offers students an opportunity to grow and develop through living and learning with others. The residence hall is more than just a dormitory or place to live; it is an environment for individual growth through community living.

The Residence Life staff strives to provide comfortable, safe, attractive, and functional residence halls and residence hall life that is conducive to social adjustment, personal growth, and responsible citizenship. Anderson College has both professional staff and student resident assistants living on campus to meet the needs of students as they strive to make the residence hall experience a positive one. The residence life staff members offer many learning opportunities by promoting programs and activities which enhance student development.

In order to ensure a smooth operation of the residence halls, policies designed to facilitate community living have been developed. These guidelines which are part of college policy are found in the Residence Life Handbook.

## Residence Policy

Believing that students benefit in personal growth and educational opportunity from residential living, Anderson College requires all freshman and sophomore students to live in campus housing. Students who meet one of the following criteria may elect to live off campus prior to their junior year.

1. Married.
2. Live locally with a parent, brother, sister, or other close relative.

3. Are 21 years of age prior to the beginning of the semester.
4. Have lived in campus housing for four semesters (excluding summer school) without attaining junior academic status.
5. Have special permission from the Dean of Student Development or Housing Committee to live off campus.

Freshman and sophomore students who wish to live off campus and do not meet one of the first four criteria must complete a request form in the Student Development Office. The Dean of Student Development may act on the request or may refer it to the Housing Committee for a decision. Students will be notified of the action of the Dean or Committee concerning whether or not permission to live off campus is granted.

## **Security and Safety**

The primary purpose of the Security department is to protect the property and lives of the faculty, staff, students and guests of Anderson College. The department is also responsible for enforcement of parking regulations.

Many burglar alarms have been installed in different buildings on the Anderson College campus. These alarms are set daily by security. There is a penalty for entering a secured building.

The Director of Security is an employee of Anderson College. The college contracts with a private security firm for certified and licensed security officers. One or more members of the department are on duty 24 hours a day during the school year. A female uniformed officer is also on duty in the female residence halls after 11 p.m. every night during the school year.

The officers are available any time after dark to transport female students from their cars to their campus housing or from one building to another on campus. Officers will assist students with dead batteries and when keys are locked inside cars.

In compliance with the Federal Crime Awareness and Security Act of 1990, Anderson College prepares an annual report setting forth campus security policies and campus crime statistics. This report, which also contains safety and security tips, is furnished to all current students and employees and to any applicant for enrollment or employment upon request.

## **Counseling**

### **Counseling Center**

The Counseling Center is designed to assist students in coping with problems and making the most of opportunities for academic and personal development. Services are provided in the areas of personal and group counseling, vocational/career planning and academic counseling.

From the time the student is admitted to the college, the Counseling Center is involved in assisting the student. The Center staff directs summer orientation and placement testing. The Office provides a library of vocational materials and information to help the student become familiar with the world of work.

Anderson College provides counseling services to all students to assist them in their adjustment to college. There are two professionally trained staff members in the center. There is no charge for the services and the highest ethical standards associated with the profession are maintained.

### **Career Development**

Career development is an ongoing process of integrating an individual's knowledge of self, occupations, and environment. This process occurs throughout a person's lifetime. Career services meets students at their individual level of career planning in developing strategies to achieve self-direction in their career search.

### **Resource Center**

The Resource Center, located in the Counseling Center, contains college and graduate school catalogs, career search publications, materials on job search skills, resume' information, time management schedules, study aides, materials related to choosing a major, and a variety of handouts on self help.

### **Anderson College Experience**

The Anderson College Experience is a course for students entering higher education for the first time. This course will assist the student in obtaining skills necessary to reach educational goals. It will expose the student to learning experiences and personal and support services to assist in learning college survival skills. Topics will include study skills, communication skills, career awareness, interpersonal relationships, library usage and personal issues facing many college students.

## **Student Activities**

The college offers an extensive program of extracurricular activities that provide opportunities for intellectual, physical, and social growth. The opportunities for growth will assist the student in development and maturity in order to help the student become a better campus citizen and perhaps a leader in the world outside the college environment.

The SGA was established to foster student interests and activities, to aid in administering regulations, and to transact business pertaining to the student body.

The SGA Activities Board consists of 40 students who plan and implement a wide range of activities. These activities may include films, dances, talent shows, contests, performing artists, trips, short courses, and outdoor event.

Clubs and organizations are vital to enhancing a well-rounded student activities program. Current campus organizations include Omicron Iota Kappa (Fashion Merchandizing), Science Club, Spanish Club, Gamma Beta Phi, Student Alumni Council (S.A.C.), Anderson College Ambassadors, Future Business Leaders of America (F.B.L.A), the International Club, and the Education Club. Many more clubs and organizations are available. Contact the Student Activities Office for more information.

The Music Department provides music organizations which are available to the non-music major. The organizations include the College Choir, a Handbell Choir, the A.C. Ensemble, a Wind Ensemble, a Jazz Ensemble, a Brass Ensemble, and Radiance, a select vocal group of 8 to 10 students.

Student Publications are a vital function in a varied student activity program. There are three publications at Anderson College: The Columns, a yearbook; AC Echoes, the student newspaper; and Ivy Leaves, a literary magazine.

Intramurals offer a student an opportunity to compete athletically as an individual or team member against other Anderson College students. Resident students are placed on teams according



to living units, and commuters are given assistance in forming teams. Competition is generally offered in softball, basketball, volleyball, tennis, and flag football.

C.O.R.E. (Campus Organizations' Recruitment Exposition) is an annual event held in August to acquaint new students with the depth and breadth of the campus activities program. Students are given an opportunity to receive first-hand information about clubs and organizations to help them decide where they want to be involved.

### **Forming New Clubs**

New Clubs and organizations may be formed whenever as few as eight students have an interest in forming one. The Student Activities Director is the contact person for forming a new club. In order for a club or organization to be officially recognized as a part of the education program at Anderson College an initial club charter must be approved through established procedures. Each subsequent year a request to continue the club must be made. Officially recognized clubs may use college facilities, be pictured in the yearbook and featured in the student newspaper, and receive funds from the Student Government Association. Training sessions are provided for officers and advisers of all campus organizations.

## **Student Rights, Responsibilities and Expectations**

The person-centered philosophy which is the heart of the educational mission of Anderson College affects the lives of all persons who are part of this community. This philosophy is based on the assumption that faculty, staff and students who work and live here recognize the worth and dignity of each person and the special contributions they make to the college, to society and to the Christian community.

These statements of Student Rights, Responsibilities and Expectations seek to balance the policies that are necessary in an educational community with each individual's right to personal freedom and the opportunity to reach his or her maximum potential. Authentic community life and achievement of agreed-upon purposes within an institution necessitate that there be external and internal restraints. Our community life both enhances and restricts our personal and collective freedom, so there needs to be an element of self-discipline on the part of all of us---faculty, students and administration.

As a community of Christian higher education, biblical principles dictate a higher order of community life. A Christian community has to do with being related to one another and being dependent on one another. Discipline is the responsibility of all the members of the community. When this happens, a concern for the individual and the common good of the community will develop.

Anderson College expects its students to be honest, to respect the property and rights of others, and to obey city, state and federal laws. In addition, students are expected to live within the regulations of Anderson College. A majority of students live within the expectations. Nonetheless, all students have the right to know behavior which is prohibited.

In the Spring of 1975 the Student Senate, Student Affairs Committee, and the President of the College joined together in establishing a prohibited code of conduct for Anderson College students. Reasonable people who established the code felt that the prohibitions were not unreasonable for Anderson College students. In 1992, the Code was updated and revised, but remains essentially the same in principle as the 1975 document. A student who finds the code unreasonable will

probably not be happy at Anderson College. Students should note that they are not immune from the legal or judicial process and that the college disciplinary proceedings do not replace state or federal law.

## **Student Judicial Rights**

Anderson College is committed to guaranteeing procedural fairness to any student charged with a violation of the Code of Behavior. The essence of procedural fairness includes ensuring that a student charged with misconduct be informed of the nature of the charges and be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provisions for appeal of a decision.

The following list enumerates the specific judicial rights of students charged with violations of the Code of Behavior.

1. Right to a hearing.
2. Right to be informed in writing of all charges at least three (3) days before any hearing may proceed.
3. Right to waive the three-day notice of charges.
4. Right to remain silent. If a student chooses not to testify, a decision will be made on available evidence.
5. Right to be assisted by an adviser of the student's choice. The adviser must be a member of the Anderson College community (student, faculty, or staff).
6. Right to be assumed innocent until found guilty. The burden of proof rests on the person(s) bringing the charges.
7. Right to testify, to present evidence and witnesses, and to hear and question adverse witnesses.
8. Right to be present at the hearing except during the deliberation.
9. Right to appeal the decision to the President of Anderson College.

# Disciplinary Code

## Article I: Definitions

1. The Term College means Anderson College.
2. The term "student" includes all persons taking courses at the College, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students".
3. The term "faculty member" means any person hired by the College to conduct classroom activities.
4. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term "member of the College Community" includes any person who is a student, faculty member, College official or any other person employed by the College.
6. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for College recognition.
8. The term "judicial body" means any person or persons authorized by the Vice President of Student Development to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
9. The term "Judicial Adviser" means a College official authorized on a case-by-case basis by the Vice President of Student Development to impose sanctions upon students found to have violated the Student Code. The Vice President of Student Development may authorize a judicial adviser to serve simultaneously as a judicial adviser and the sole member or one of the members of judicial body. Nothing shall prevent the Vice President of Student Development from authorizing the same judicial adviser to impose sanctions in all cases.
10. The term "shall" is used in the imperative sense.
11. The term "may" is used in the permissive sense.
12. The Vice President for Student Development is that person designated by the College President to be responsible for the administration of the Student Code.
13. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Student Handbook, Residence Life Handbook, and the College Catalogue.

## Article II: Judicial Authority

1. The Judicial Adviser shall determine the number of persons needed for each judicial body organized on campus. Half of the student members shall be appointed by the President of the SGA with Senate approval and half the student members shall be appointed by the Vice President for Student Affairs. Faculty members shall be appointed by the Vice President for Academic Affairs.
2. The Judicial Adviser shall determine which judicial body shall be authorized to hear each case.

3. The Judicial Adviser shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearing which are not inconsistent with provisions of the Student Code.
4. Decisions made by a judicial body and/or Judicial Adviser shall be final, pending the normal appeal process.
5. A mediator may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

### Article III: Proscribed Conduct

#### A. Jurisdiction of the College

Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises of which adversely affects the College Community and/or the pursuit of its objectives. See Article III, Section C. for jurisdiction in violations of the law off-campus.

#### B: Conduct---Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV.

1. Acts of dishonesty, including but not limited to the following:
  - a. Furnishing false information to any College official, faculty member, office, or anyone representing the college in an official capacity.
  - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
  - c. Tampering with the election of any College-recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, rape, and/or other conduct which threatens or endangers the health or safety of any person on campus or in off campus events in which Anderson College is officially involved.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, or possession of stolen property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
6. Failure to comply with directions of College officials or security officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys or key cards to any College premises or unauthorized entry to or use of College premises.
8. Violation of published College policies, rules or regulations.

9. Violation of federal, state or local law on College premises or at College sponsored or supervised activities. These laws include, but are not limited to those dealing with gambling and arson.
10. Use, manufacture, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
11. Use, possession or distribution of alcoholic beverages on College premises, at college sponsored functions, at functions where Anderson College is officially represented; or public intoxication.
12. Setting off a false fire alarm or tampering with the fire alarm system or failing to vacate a building when a fire alarm is sounded.
13. Possession of firearms, explosives or other dangerous weapons within or upon the grounds, buildings or any other facilities of the College. This policy shall not apply to any police officers or other peace officers while on duty authorized by the College. (A dangerous weapon means any object or substance designed to inflict a wound, cause injury or incapacitate. Weapons may include, but are not limited to BB guns, slingshots, martial arts devises, brass knuckles, bowie knives, daggers or similar knives or switchblades. A harmless instrument designed to look like a firearm, explosive or dangerous weapon that is used by a person to cause fear in or assault another person is expressly included within the meaning of a firearm, explosive or dangerous weapon. Weapons, e.g., for sporting purposes must be stored with Anderson College Security.)
14. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
15. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
16. Conduct or language which is disorderly, obscene, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
17. Knowingly and wilfully abusing a position of trust.
18. Being in or having someone of the opposite sex in a residence hall in areas other than lounges except during approved visitation hours or on the first or last day of the semester when helping move into or out of the residence hall.
19. Entering into an illicit sexual relationship with a person of the opposite or same sex.
20. Theft or other abuse of computer time, including but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with the work of another student, faculty member or college Official.
  - e. Use of computing facilities to send obscene or abusive messages.
  - f. Use of computing facilities to interfere with normal operation of the College computing system.
21. Abuse of the Judicial System, including but not limited to:
  - a. Failure to obey the summons of a judicial body or College official.
  - b. Falsification, distortion, or misrepresentation of information before a judicial body.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding.

- d. Institution of a judicial proceeding knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
- f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.
- i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

#### C. Violation of Law and College Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g. "no contest" or "nolo contendere").
2. College disciplinary proceedings may be instituted against a student charged with a violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

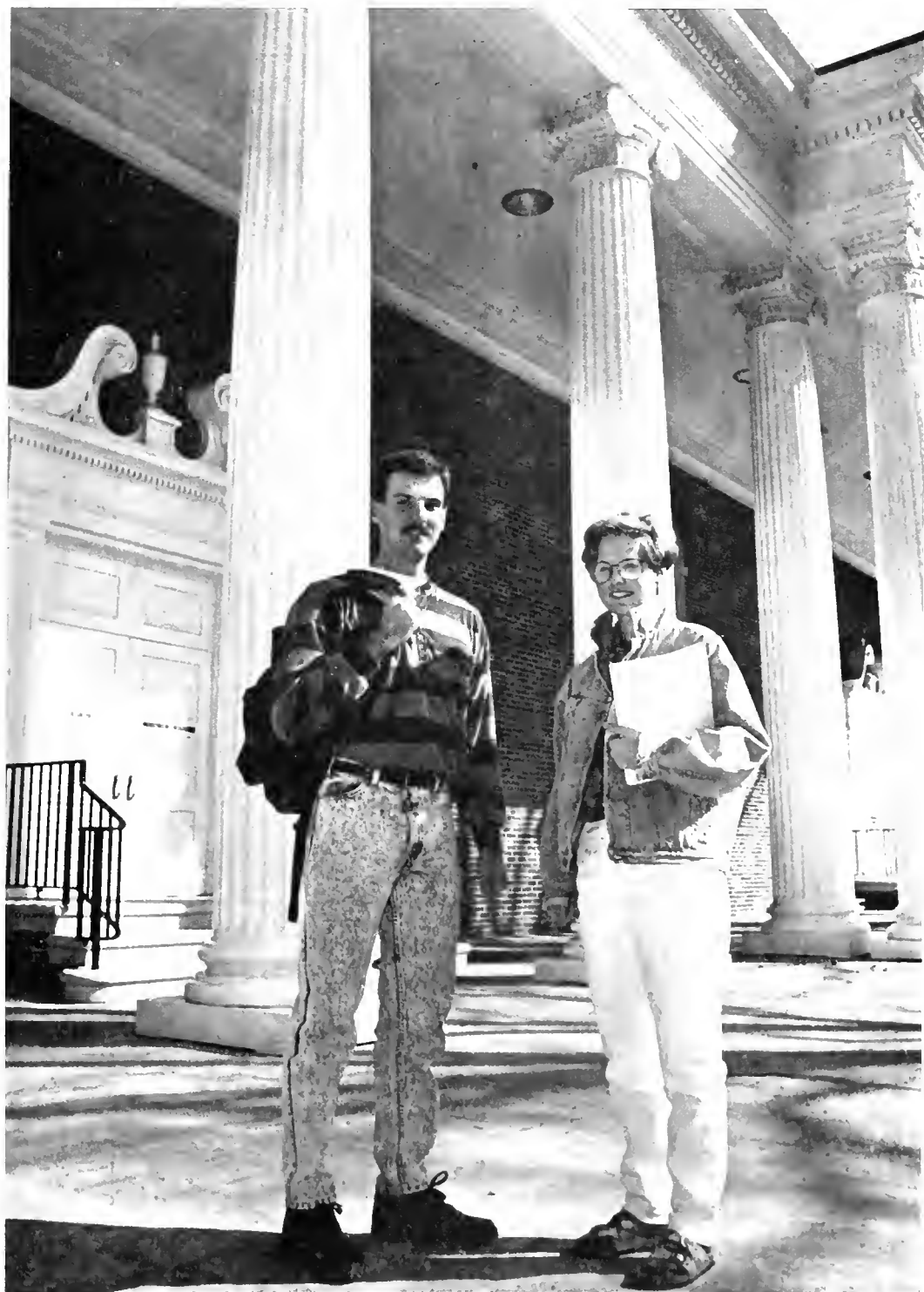
### Article IV: Judicial Policies

#### A. Charges and Hearings

1. Any member of the College community may submit facts relating to possible violations against any student for misconduct. Charges shall be prepared in writing and directed to the Judicial Adviser responsible for the administration of the College judicial system. Any charge should be submitted as soon as possible after the event, or the discovery of the event, takes place, preferably within 72 hours unless additional time is needed to obtain additional facts or information.

# AC CALENDAR

## FALL 1992



# August 1992

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Orientation (Third Session)	4 Orientation (Third Session)	5	6	7	1 8
9	10	11 Summer School Ends	12	13	14	15
16	17	18	19	20 Opening Faculty Meeting Adult Orientation	21 Transfer and Late Student Orientation 1 - 5 p.m.: Registration for Sophomore, Junior, & Senior Commuters, FAC	22
23 Freshman Days 1-5 p.m.: Registration for new Freshmen	4 Freshman Days	25 Freshman Days	26 1-5p.m. Registration for Returning Boarding Sophs., Jrs., & Srs. 5-7 p.m.: C.O.R.E. & AC Bus.Expo. Front Lawn; Picnic with meal ticket	27 9a.m.-1p.m.: Schedule Adjustment 7:30 p.m.: President's Reception, Hopkins' Home 9-11 p.m.: Welcome to AC Dance	28 Classes Begin 2 p.m.: Trolley Tour of Anderson, Meet at Merritt (free)	29
30 7:30 p.m.: Film: "Paradise", WTC 100, (50¢)	31					



# SEPTEMBER 1992

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Sign up for White Water Rafting on Sept. 12, and Linville Cavern Camping Trip on Sept. 26-27	2 10:10 a.m. Opening Convocation, FAC	3	4	5 Cross Country, Belmont NC Women's Soccer vs Oglethorpe, Away
6	7 Labor Day (classes meet) 7 p.m.: "Cooking for Two" Shortcourse, WTC 108 (free)	8	9 7 p.m.: Film: "Father of the Bride", WTC 100 (free)	10 Last day to withdraw from a course with no grade	11 4 p.m. Men's Soccer vs Essex, Home	12 Cross Country, Greenwood, SC White Water Rafting Trip, 6 a.m.-8 p.m. 2 p.m. Men's Soccer Women's Soccer vs. Tusculum, Away
13	14	15	16 5 p.m. Women's Soccer vs Charleston, Away 7 p.m. Men's Soccer vs Brevard, HOME	17	18 SGA Retreat	19 SGA Retreat 1 p.m. Women's Soccer vs Appalachian State, HOME
20 SGA Retreat	21 Deadline to sign up and pay for Linville Cavern Camping Trip (\$15) 4 p.m. Men's Soccer vs Truett McConnell, Away	22	23 Men's and Women's Soccer vs Spartanburg Meth., Away 7 p.m.: "Birth Control" Shortcourse, WTC 100 (free)	24 7 p.m. Hypnotist, Merritt Theatre, (\$50c)	25	26 Cross Country, Mars Hill, NC 9 a.m. Leave for Linville Cavern Camping Trip 2 pm M Soccer vs Rhinhardt, HOME; 4 pm W's Soccer vs Brevard, Away
27 3 p.m. Return from Linville Camping Trip	28 4 p.m. Men's Soccer vs Central Dekalb, Away	29 7 p.m. Men's Soccer vs Truett McConnell, Home	30 4 p.m. Women's Soccer vs. Furman, HOME			

# OCTOBER 1992

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Sign up for Dayhike, Costume Fun Run, & 6-Flags Trip 7 p.m.: Mock Mr. AC Pageant, Merritt (free)	2 N.A.C.A. Conference (return Sunday)	3 Cross Country, Charleston, SC 2 p.m. Men's Soccer vs Rheinhardt, Away
4 Return from N.A.C.A. Conference	5 Deadline to sign up and pay for Dayhike on 10/10 6 p.m. Women's Soccer vs Brevard, HOME	6	7 Women's Soccer vs LaGrange, Away 7 p.m.: "Mocktails" Shortcourse, WTC 108 (free)	8 8 p.m.: The U.S. Air Force Tactical Air Command Band, FAC	9 Women's Soccer vs Monroe, Away	10 9 a.m.-5 p.m.: Dayhike at Table Rock (\$5) Cross Country, Greenville, SC 3 p.m. Men's Soccer vs Brevard, Away
11	12	13	14 Faculty Workshop Fall Break Fall Break	15 Fall Break Fall Break Fall Break Fall Break	16 Fall Break Fall Break Fall Break Women's Soccer vs. Anne Arundel, Away	17 Women's Soccer vs Catonsville, Away
18	19	20	21 5 and 7 p.m. Women's and Men's Soccer vs Spartanburg Meth., HOME	22 Deadline to sign up for Costume Fun Run on Oct. 29	23 Midterm SGA and Social Board Planning Retreat (return Sunday) Women's Soccer vs Win. Carey, Away	24 Cross Country, Spartanburg, SC 2 p.m. Women's Soccer vs Mars Hill, HOME 2 p.m., Men's Soccer vs Ga. College, Away
25 Return from SGA and Social Board Planning Retreat	26 Deadline to sign up and pay for 6-Flags Trip on Oct. 31 8 p.m.: Centre Stage, "Jerry's Girls", FAC	27 Women's Soccer vs Furman, Away 8-11 p.m.: Halloween Dance, Whyte Gym (Free with Costume, \$1 without) 9:30: Costume Contest	28 7:30 p.m.: Film: "Creature from the Black Lagoon" in 3-D, WTC 100 (50c)	29 Women's Soccer vs Erskine, Away Costume Fun Run 4 p.m.: Pumpkin Carving Contest, Back Room (free)	30 4 p.m. Men's Soccer vs. Ga. College, HOME	31 Academic Olympics 3 p.m.- 3 a.m.: Six Flags Fright Night trip (\$30)

# NOVEMBER 1992

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Sign up and pay for Horseback Riding trip (Nov. 21)	3	4	5 8 p.m.: Anderson Civic Chorale, FAC	6 Men's Basketball Tip-Off Classic, HOME	7 Cross Country Regional Championships, Brevard, NC Men's Basketball Tip-Off Classic, HOME
8	9 9 p.m. Film: "The Parent Trap", WTC 100 (50¢)	10	11 Balloon-a-gram orders, Cafeteria 7 p.m.: "Make-Up" Shortcourse, WTC 100 (free)	12 Balloon-a-gram orders, Cafeteria	13	14 Admissions Open House
15	16 Last day to withdraw from courses Deadline to sign up for Horseback riding trip Balloon-a-Grams Delivered	17 7 p.m. "Stress Reduction" Shortcourse, WTC 100 (free)	18	19	20	21 9 a.m. - 4 p.m.: Hor- seback Riding (\$15) 7:30 Men's Basketball vs Brevard, Away
22	23 7 p.m. "Money Manage- ment" Shortcourse, WTC 100, (free)	24	25 4 p.m. Residence Halls close for Thanksgiving Break	26 <b>Thanksgiving</b>	27	28
29 4 p.m.: Residence Halls re-open	30 Tickets on sale for Christ- mas Formal Dance on Dec. 5 (\$5 single, \$8 couple)					

# DECEMBER 1992

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Christmas Dance tickets will be on sale Dec. 1-4 outside the Cafeteria, 11 a.m. - 1 p.m. & 5-6 p.m. (\$5 single, \$8 couple)		1 Sign up and pay for Ice Skating Trip (Dec. 8) & Biltmore House Trip (Dec. 12)	2 7 p.m.: Film: "National Lampoon's Christmas Vacation", WTC 100 (free)	3	4 Deadline to sign up for Ice Skating Trip (Dec. 8) Men's Basketball Tournament, Hagerstown, MD 7 p.m.: Christmas First Night, FAC	5 Men's BB Tournament, Hagerstown, MD Christmas Formal Dance at The Calhoun 8 p.m.: Centre Stage, "Nutcracker Ballet" FAC
6	7 Deadline to sign up for Biltmore House trip 7pm: "Roommate Game", WTC 100 (free)	8 Orders for Candy Cane Grams, Cafeteria 6-10:30 p.m.: Ice Skating (\$5)	9	10 Last Class Day Delivery of Candy Cane Grams	11 Exams Begin 8 p.m.: "A Christmas Festival" (concert), FAC	12 7:30 a.m.-5 p.m.: Biltmore House Trip (\$15)
13	14 10-11 p.m. Pancake Study Break, Dining Hall	15	16	17	18 Exams End	19
20	21	22	23	24	25 Christmas	26
27	28	29	30	31		





2. The Judicial Adviser may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Adviser. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Adviser may later serve in the same matter as the judicial body or a member thereof.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Adviser.
4. Persons charged with violations of the Disciplinary Code are expected to participate fully in the College's disciplinary procedures. A student is to respond within 24 hours after charges have been delivered. If a charged party does not respond within 5 days from the date charges have been delivered, he or she forfeits a choice of hearing options. Should this happen, a hearing is scheduled, the charged party is notified of the hearing date, time and location, and the procedures are completed with or without the benefits of the charged party's participation.
5. Hearings shall be conducted by a judicial body according to the following guidelines:
  - a. Hearings normally shall be conducted in private.
  - b. Admission of any person to the hearing shall be at the discretion of the judicial body and/or its Judicial Adviser.
  - c. In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
  - d. The complainant and the accused have the right to be assisted by any adviser from within the college community. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisers are not permitted to speak or to participate directly in any hearing before a judicial body.
  - e. The complainant, the accused and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial body.
  - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
  - g. All procedural questions are subject to the final decision of the chairperson of the judicial body.
  - h. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating.
  - i. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
6. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the College.
7. Except in the case of a student charged with failing to obey the summons of a judicial body of College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

## B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:

- a. Warning --- A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Probation --- A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - c. Loss of Privileges --- Denial of specified privileges for a designated period of time.
  - d. Fines --- Previously established and published fines may be imposed.
  - e. Restitution --- Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. Discretionary Sanctions --- Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Judicial Adviser).
  - g. Residence Hall Suspension --- Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - h. Residence Hall Expulsion --- Permanent separation of the student from the residence halls.
  - i. College Suspension for a Definite Period --- Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - j. College Suspension for an Indefinite Period --- Termination of student status for an unspecified period of time. The student is able to apply for formal readmission to the College no sooner than one year from the time of suspension.
2. More than one of the sanctions listed above may be imposed for any single violation.
  3. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than residence hall expulsion, College suspension or College expulsion, upon application to the Judicial Adviser. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension or college expulsion shall be expunged from the student's confidential record 3 years after the student completes his or her studies at Anderson College.
  4. The following sanctions may be imposed upon groups, clubs, teams, or other campus organizations:
    - a. Those sanctions listed above in Section B 1, a through e.
    - b. Deactivation --- Loss of all privileges, including College recognition, for a specified period of time.
  5. In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the judicial body. Following the hearing, the Judicial Adviser shall notify the accused in writing of the judicial body's determination and of the sanction(s) imposed, if any.

### C. Interim Suspension

In certain circumstances, the President of the College, may impose a College or residence-hall suspension prior to the hearing before a judicial body. The hearing should be scheduled as soon as possible to make a determination on the case.



1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the President may determine to be appropriate.

#### D. Appeals

1. A decision reached by the judicial body or a sanction imposed by the Judicial Adviser may be appealed by the accused students or complainants to the President of the College within three (3) school days of the decision. Such appeals shall be in writing and shall be delivered to the Judicial Adviser or his or her designee. Grounds for an appeal shall be:
  - a. Procedural rights violated, or
  - b. Sanction too severe.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
3. As a result of the appeal, the President may:
  - a. Uphold the decision of the original judicial body,
  - b. Reverse the decision of the original judicial body,
  - c. Add to or lessen the sanction, or
  - d. Leave the final decision to the Vice President of Student Development.
4. The Vice President or Dean of Student Development have the right to appeal a decision if they feel the sanction is inappropriate or that procedures have been violated.

#### Article V: Interpretation and Revision

- A. Any question of interpretation regarding the Student Code shall be referred to the Vice President of Student Development or his or her designee for final determination.
- B. The Student Code shall be reviewed every three years under the direction of the Judicial Adviser. More frequent review may be conducted if deemed necessary by the Judicial Adviser.

## Article VI: Enactment

The Disciplinary Code as printed was approved by the Student Development Division and the President of the College in May, 1992. It will be submitted to the Student Government Association and College Council for endorsement in the fall of 1992.

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The entire College staff is charged with the responsibility for maintaining order and discipline on campus. The Student Development staff is responsible for handling disciplinary procedures as they relate to the Code of Behavior. The staff attempts to make discipline redemptive, fair and consistent. Fundamental fairness is observed when alleged violations are reported. Judicial procedures are found in the judicial section of the SGA Constitution in the back of this handbook.

While the specific intent to commit an act is an important consideration in determining guilt or innocence and appropriate sanctions, students are responsible even when their actions are due to negligence.

The College reserves the right to pursue disciplinary action if a student violates the prohibited behavior code and withdraws from the College before administrative action is final.

### **Violation Through Implied Consent**

All students in a room may be held responsible for behavior or objects in that room, even if they are not participating in the behavior or in possession of the items and regardless of how long they have been in the room.

If a student enters a room where a violation of policy is occurring, or a violation is initiated in a room that he or she is in, they should immediately leave. Otherwise, by choosing to remain in the room, they assume responsibility for all behavior and items in that room, regardless of their participation. If the student is the resident of that room, or owner of the vehicle or space, he or she will be held responsible regardless of his/her presence.

### **Automatic Minimum Sanctions**

- **Setting a fire on campus.** Sanction: Suspension from the College.
  - **Discharging a fire extinguisher or pulling a fire alarm without justifiable cause.**  
Sanction: suspension from the residence halls.
  - **Damaging property (malicious) of the College, staff or students.**  
Sanction: Suspension from the residence halls.
  - **Possessing and/or consuming alcohol on campus.**  
Sanction: First Offense: \$160\* fine or \$80 and probation; notification of parents.  
Sanction: Second Offense: \$160\* fine (no probation option for reduction of fine), probation, attend ADAC education program.  
Sanction: Third Offense - Suspension from the college.
  - **Being under influence of alcohol or simple possession of illegal drugs.**  
Sanction: First Offense: \$200 fine, education program, notification of parents.  
Sanction: Second Offense: \$200 fine, suspension from residence halls, disciplinary probation.
  - **Being in or having someone of the opposite sex in the residence hall.**  
Sanction: First Offense: \$75 fine.  
Sanction: Second Offense: \$75 fine, disciplinary probation.
  - **Failing to vacate a building during a fire alarm.** Sanction: \$25 fine.
- \* Fines followed by an asterisk (\*) apply to those who are under 21 years of age. For those of legal age the fine is \$60 for possession and/or consumption. The fines are consistent with the City of Anderson violations of alcohol laws. Other penalties such as probation and referral to ADAC can be levied regardless of age.

### **Entering Rooms**

Although the College will make reasonable effort to respect the privacy of a student's room, Anderson College maintains the right of entry into a student's room for reasons of emergency, maintenance, order, or violation of policy. Maintenance and safety inspections will be preformed by authorized college personnel only. Illegal items in plain view may be confiscated. (See also Search and Seizure Policy in the Appendix of this Handbook.)

### **Parental Notification**

If a student is involved in serious academic, financial, or social difficulty parents more than likely will be notified. Any time a student is guilty of illegal activity on campus, placed on disciplinary probation, requested to withdraw, or suspended from the College or residence halls, parents or guardians of dependent students are automatically notified.

### **Disciplinary Probation**

Students on disciplinary probation risk suspension from Anderson College if there is additional participation in prohibited behavior while one is on probation; in addition, disciplinary probation may affect a student's transfer to another institution, one's status in a campus club, organization, or on an athletic team, and future financial, citizenship, and scholastic recognition.

A student's disciplinary probation status is not public information. Upon the request of an organization's advisor or coach, the disciplinary status of a student will be provided by the Student Development Office, provided the student is officially associated with the organization or team of the person making the request.

### **Disciplinary Fines**

A student who participates in prohibited behavior may have several sanctions imposed. One of the sanctions may be a monetary fine. As is the case in City, State and Federal Courts, fines are imposed to serve as a deterrent and a reminder that regulations have been violated by the individual.

### **DUI Policy**

Of all the fatal accidents on South Carolina's roads, at least two-thirds of these involve a driver or a pedestrian who has been drinking. During the hours between 7:00 p.m. and 3 a.m., one of four drivers on the state's highways has been drinking. One out of ten has a blood alcohol content level high enough for him to be charged with driving under the influence.

In the face of these startling statistics, South Carolina has mounted an extensive campaign aimed at reducing the rate of increase of DUI accidents. These efforts have resulted in expanded and stiffer laws, penalties and fines, implementation of an "Open Container Law," and in May 1984 the Governor of South Carolina signed a bill raising the alcohol beverage drinking age. In South Carolina, the legal age to drink alcoholic beverages is 21 years old.

Anderson College is supportive of state efforts to reduce the number of highway deaths and accidents related to alcohol use. A student guilty of DUI will be required to come to a conference with the Vice President of Student Development to discuss ways for improved behavior. Should the student receive another DUI charge, more drastic action will be taken which may result in suspension from Anderson College.

### **Mental Health Referral Policy**

Should the Vice President for Student Development or the Director of the Counseling Center determine that, in their best judgments, there is the reasonable possibility that a student is a threat to self, to others, or to the good order of the academic community, the Vice President for Student Development, in consultation with the Director of the Counseling Center, will recommend a psychiatric/psychological evaluation by an appropriate mental health professional for the purpose of determining the student's ability to function safely in the academic environment.

If the student refuses to be evaluated by an appropriate mental health professional, the student will be immediately placed on interim medical suspension from the College. Interim medical suspension will be continued until the student consents and is evaluated or until a disciplinary hearing, following the regular college procedures, is held.

If it the determination of the appropriate mental health professional that the student is not medically or behaviorally able to function in the college environment and if the required time for treatment will interfere with they student's academic work, the Counseling Center will initiate a withdrawal for medical reasons from the College. A student who is withdrawn under these circum-

stances and who at a later date desires readmission will be required to provide a written opinion from the professional from whom treatment was received substantiating the ability of the student to perform consistently with the regulations of the College. Should the time of treatment be such that it does not interfere with a normal academic workload, the student will be able to return to the College provided the treating mental health professional recommends return and is willing to establish consultative contact with the Director of the Counseling Center at the College. Students who continue at the College under these circumstances will be expected to conduct themselves consistent with the standards of the College. When the appropriate mental health professional determines that no threat to self, to others, or to the good order of the academic community exists, the student will be able to continue at the College provided the behavior is consistent with the standards of the College. Should the student's behavior become disruptive to the residential living environment, the College, using regular disciplinary procedures, may refuse the student on-campus housing.

If it is deemed necessary to refer a student for evaluation, the Vice President for Student Development will contact the parents or guardians for the purpose of enlisting assistance.

### **Theft**

Anderson College does not assume any responsibility for theft of a student's personal belongings. If a theft does occur, students should report the theft to the Security Office. The College encourages students to keep a record of any article that has a serial number. In many instances a parent's homeowner's insurance will cover all or part of the replacement of stolen articles.

Thefts of items or cash valued at \$150 or more, considered grand larceny and a felony, are automatically reported to the local police for disposition in local courts.

# Food Service

## Dining Room

Anderson College contracts food service with ARA Food Service Companies, a private food management firm. All resident students must choose either a 21-meal plan (3 meals a day, 7 days a week) or a 15-meal plan (Monday breakfast - Friday dinner only).

Commuting students may eat in the dining room by paying for each meal. Students on 15-meal plan may eat in the dining room on weekends by paying for each meal. Meal prices are listed on page 42.

## Dining Room Hours

Monday Through Friday	Saturday and Sunday
7:30 - 9:30 Hot Breakfast	9:00 - 10:00 Breakfast
9:00 - 10:00 Continental Breakfast	12:00 - 1:00 Lunch
11:00 - 1:40 Lunch	5:00 - 6:00 Dinner
4:45 - 6:30 Dinner	
5:00 - 6:15 Friday Dinner	

## Meal Prices

(for students not on a meal plan)

Breakfast	\$3.00
Lunch	4.00
Dinner	4.25
Sunday Buffet	6.00
Premium Dinner	6.00

## Dining Room Regulations

No food except fruit may be carried from the dining room.

The South Carolina Health law requires shoes in public eating places.

On Sunday at the noon meal the dining room dress code calls for Sunday dress.

All students must show I.D. cards to enter the dining room.

## Lost Meal Cards (ID's)

Students who come to the dining room without their ID card will be required to put down a monetary deposit with ARA for the meal. If they bring their ID with a valid meal sticker to the dining room within seven days, the deposit will be returned. No temporary meal tickets will be issued.

### **Snack Bar**

The snack bar in the Student Center is operated by ARA Food Service Companies. Breakfast, sandwiches, salads, ice cream, etc. may be purchased. The canteen is open 8:00 a.m. - 4:30 p.m. and 6:00 p.m. - 10:00 p.m. Monday through Thursday and 6:00 p.m. - 10:00 p.m. on Sunday. During summer school the hours are based on need.

### **Change Machine**

A machine that gives change for dollar bills, in quarters is located in the snack bar area of the student center. A malfunction in the machine should be reported to the Business Office.

### **Refreshment Areas**

Vending machines are located in various areas on campus. Students who lose money in a machine should report the incident immediately to the Business Office.

# Commuter Information

You are as much a part of Anderson College as you wish to be. All activities are for all students, and we encourage you to get involved in campus activities.

## Commuter Lounge

In the Student Center is a lounge for commuters that has a restroom, study area, and a TV room. It is a favorite gathering place for commuters, and you are urged to use the area to meet your needs. A phone is located in the lounge, and the extension is 2149. Calls may be received in the lounge by dialing 231-2149. Lockers in the commuter lounge are available for rent through the Student Activities Office.

## Food Service

Many commuters prefer to eat on campus in either the Snack Bar or the Dining Room. Students who wish to eat in the Dining Room will find the rates extremely reasonable. Hours and prices of meals are listed in the "Food Service" section of this Handbook.

Special meal tickets are available for commuting students. Ten tickets may be purchased for \$32.50. Each ticket is good for a meal (breakfast, lunch, or dinner) in the dining room. These tickets represent a discount off the normal dining room prices for lunch and dinner listed above. Tickets may be purchased from ARA personnel in the dining room.

## Parking

Several areas on campus are designated as commuter parking areas only during certain hours of the day. Please refer to the Appendix for specific parking information and regulations.

## Canceled Classes

Seldom, if ever, are classes canceled because of inclement weather. If you have questions about this matter, please listen to WANS, WAIM radio or WYFF or WSPA TV. If bad weather keeps you from attending class when classes have not been canceled, you must take the initiative in contacting your instructor about missed class time, etc.

## Visiting in Residence Halls

Commuters are welcome to visit friends in the residence halls during the day. However, all non-resident students should be out of the residence halls by 12 midnight during the week and 1 a.m. on Friday and Saturday nights. Commuters may stay overnight on campus with friends of the same sex on Friday and Saturday nights only. The hosting resident student must obtain a pass for the visitor in the Residence Life Office. Commuters are subject to all rules and regulations of the residence halls when on campus.



# Honors and Special Recognition

Students who have achieved a high degree of competence in academics, leadership ability, citizenship, or other contributions to the welfare of Anderson College, receive special recognition. An Honor's Day is held during the second semester, and some students receive recognition at that time. Various other methods and media are used to give appropriate recognitions.

## Dean's List

Students of outstanding academic achievement are recognized each term by inclusion on the Dean's List. Fulltime students who have an overall grade point average of 3.5 or better are automatically placed on this achievement list.

## Graduation Marshals

Members of the freshmen class who have achieved top academic grades are honored by their participation in graduation exercises as marshals.

## Honor Graduates

The graduation program and diploma designate honor graduates of high academic attainment. The Latin phrases identify three levels of achievement based on all academic grade average with 4.0 representing an overall average of A. Cum Laude - with praise - 3.50 to 3.74, Magna Cum Laude - with great praise - 3.75 to 3.94, Summa Cum Laude - with greatest praise - 3.95 to 4.00.

## Denmark Society

Members of the graduating class who have shown leadership, campus citizenship, scholarship and Christian character are included in this honor. The society derives its name from the late President of Anderson College, Dr. Annie Dove Denmark.

## Who's Who

Several outstanding sophomore students achieve national recognition by being selected to have their names and campus achievements included in the publication "Who's Who in American Junior Colleges." Students receive a certificate denoting this honor.

## President's Award

The highest award given at graduation is the President's Award. The recipient is chosen by the faculty and is the graduating sophomore who best exemplifies a balance between campus leadership, citizenship, scholastic aptitude, Christian commitment, and concern for fellow students.

## Miss AC Contest

Annually students nominate and select as beauties Miss AC, Miss Freshman, Miss Sophomore, Miss Junior, and Miss Senior. The top nominees are pictured in the yearbook, and winners are announced at a basketball game during spring semester.

## Second Mile Award

In the spring of 1982 the Student Government Association instituted the Second Mile Award. The annual award is given to one staff and one faculty member who become friends and involve themselves in student life beyond what is normally expected. Winners are announced each year on Honor's Day. In addition to receiving a personal token of the award, the winners' names will be inscribed on the plaque in the lobby of the Merritt Administration Building.

# General Information

## Post Office

The campus post office is located in the Student Center building. The post office is open Monday through Friday from 8:30 a.m.-- 4:30 p.m. A stamp machine is provided in the Student Center lobby. The campus post office is not equipped to handle the mailing of large packages. Packages may be done at the local post office which is about one mile from campus. All resident students are furnished a mail box with either a key or combination lock. A student's college address will be provided prior to arrival on campus. The cost for replacing a lost key is \$5.00 during the year and \$5.00 for failure to return the key at the end of the year.

## Lost and Found

Articles lost or found should be reported or brought to the Student Development Office.

## Parking

All students are required to register their cars and must comply with college traffic regulations. A detailed explanation of the regulations relating to required decals, designated parking area, towing, fines and appeal process are set forth in the Appendix of this Handbook.

## Student Health Insurance

All fulltime students are eligible to purchase health insurance through Standard Life and Casualty Insurance Company. The policy is a group accident and sickness policy which covers the student for 12 months. Information on student health insurance is available in the Business Affairs Office.

## Property Insurance

The college insurance program is designed to provide protection for college property and does not include the personal property of students or others. Students and their parents should review their insurance plans to be sure coverage is extended to include personal effects while at college. Information on a supplemental property insurance policy designed for college students is available in the Student Development Office.

## Smoking

Smoking is not permitted in certain areas due to insurance regulations, health considerations and/or college policy. Students should observe "No Smoking" signs. Smoking is prohibited in the Administration Building, the auditorium, the Watkins Teaching Center, the gymnasium, the dining room, the Student Center snack bar area, the Music Building, and the Fine Arts Center.

## Student Work

Both on-campus and off-campus student work is coordinated in the Financial Aid Office. The Student Work Coordinator develops an off-campus student employment program that is beneficial to students who need work during holidays and the summer. The initial contact person for any student work is the Student Work Coordinator who is located in the Financial Aid Office.

## Student Reception

The Student Reception is held during the first week of school. Normally this event is at the President's home, and students are expected to attend. Students should wear Sunday clothes to this event.

### **Christmas First Night**

The Christmas Season is ushered in by Christmas First Night. An Anderson College tradition -- a Lovefeast in the Moravian tradition with carols and candles, cider and cookies is observed. Following the Moravian Lovefeast the President of the College will light the Yule Log. The campus is decorated for the Yuletide Season.

### **Campus News**

Each Monday morning a news sheet is placed in boxes around campus. The Campus News is sponsored by the Student Government Association and informs the students of campus events. The deadline to submit information for publication is 12 noon on the Wednesday prior to the week the Campus News is published.

### **Publications Paid by Student Fees**

Fulltime students who pay an activity fee receive all student publications without an additional charge. Parttime students may purchase a yearbook.

### **Parents' Weekend**

AC Parents' Weekend which is planned each year is an exciting time when all parents of AC students are encouraged to visit the campus. Many events are planned which expose the parents to a variety of the student talents, give the parents opportunities to meet the faculty and staff, and encourage parent-student participation in a variety of activities.

### **Change of Address**

Students must inform the Student Development Office and Registrar's Office of any changes in home address.

### **Solicitation**

The College does not encourage or permit solicitation on the campus by individuals or organizations seeking donations or selling items for off campus groups and fund raisers. College sponsored organizations must obtain permission from the Director of Student Activities for fund raising projects to be held on campus.

### **Dress/Public Behavior**

Anderson College students should conform to the following dress guidelines:

- Men are expected to wear shirts on campus, except in their residence halls.
- Students eating the noon meal on Sunday should wear Sunday dress. While students are given some latitude in determining appropriate Sunday dress, tee shirts, tank tops, sweatsuits, shorts, muscle shirts, hats, caps, and flip flops are not acceptable as Sunday dress.
- Bare feet are not permitted in classrooms, the dining room, offices, or the Administration Building.

In October, 1986, the faculty of Anderson College passed the following resolution: The faculty reminds students that appropriate dress, behavior, and language contribute to a good academic environment. Written messages on wearing apparel which are contrary to the policies and standards of Anderson College or those containing vulgarity are not acceptable. In addition, sexual familiarity in public places is not appropriate.

### **Centre Stage Productions**

Anderson College is committed to providing students the finest cultural experiences possible. Our Fine Arts Center is the home of Centre State at Anderson College, a professional performing arts series which each year offers high quality musical and dance events to both the college and Anderson communities. The season may contain classical, jazz and folk music, as well as folk dance, modern dance or ballet.

Student tickets for Centre Stage productions are \$3 each. Tickets may be purchased at the Fine Arts Center box office beginning two weeks before the performance. All Centre Stage performances offer LEE Credit as well. Centre Stage has a special Family Plan for students and their immediate families. Tickets for an entire family purchased at the special \$3 rate per person.

Centre Stage productions are considered "dress up" occasions.

### **AC Playhouse Productions**

Plays are produced each semester through the Fine Arts Division. Auditions are open to all AC students. Discount tickets are available to students, faculty and staff. LEE credit is frequently offered. Information on auditions and ticket sales will be available through normal channels of campus publicity including Campus News.

### **Student Bank**

Resident students may deposit money in a student bank in the Business Office and draw it out as needed. The College encourages students to open checking accounts at local banks and use their services for cashing checks.

### **Cashing Checks**

The Business Office will cash checks of \$50 or less. Checks greater than \$50 must be deposited in the student bank, and after a waiting period, one may make withdrawals against the deposited check(s). Any student who has two checks returned for insufficient funds will not be allowed to cash checks in the Business Office or pay for telephone services or Bookstore purchases by check.

### **Financial Responsibility**

During fall and spring semesters students in the regular day program are financially responsible for all classes in which they are enrolled at the end of the second week of classes, regardless of whether they withdraw from a class later in the semester. The refund policy for students who withdraw from all classes during the first four weeks of the semester is outlined in the Academic Catalog.

### **Identifying Books**

A student should devise a system of marking his/her textbooks so that they are easily identifiable when lost or found. A good tip is to write the name in ink in the front of the book and then choose a page number on which to write the name in ink again. The student should be consistent in writing the name on the same page of each textbook.

### **Identification Cards**

All students will have an identification card made at registration at the beginning of fall semester. This card is very important, as it allows the student to gain admission to school sponsored events and the dining room, etc. Replacement cards can be made in the Security Office at the cost of \$5.00.

### **Parents' Club**

The Parent's Club is a joint project of the Student Development and the Institutional Advancement departments. The Club was formed in 1983 to increase the parents' awareness of and involvement in the on-going life of the College.

A Parent's Day is scheduled each year on the campus. Special bulletins keep parents updated about events and opportunities on the campus and in the community. As parents of future Alumni you are invited and encouraged to participate in all Alumni related programs and events including the Summer Alumni College and Alumni Travel opportunities.

Each year parents are encouraged to participate in the Anderson College Parents Challenge. This is an opportunity to support the College financially. Money received through the parents challenge directly supports the Olin D. Johnston Memorial Library Book Collection. In supporting Anderson College and its Library parents become active participants with the College in its commitment to the students of today and the students of tomorrow.

Parents are an important part of the Anderson College family. If you would like more information, please contact the Institutional Advancement Department at 803-231-2000.

### **Air Shuttle Service**

Students are responsible for their own transportation to or from the airport. Airport shuttle service can be arranged between the College and the Greenville-Spartanburg airport by calling 1-800-669-6463. Charges are based on the number of passengers and are the responsibility of the students. At scheduled holiday times, the Airport Shuttle offers special prices to Anderson College students. For information on the special rate schedule, contact the Student Activities Office.

# Appendix

## Statement of Compliance with the Family Rights & Privacy Act of 1974

Anderson College maintains the following types of records on students:

1. Student academic records are maintained in the Registrar's Office. These records are never destroyed.
2. Admissions records are maintained after admission in the Counseling Center two years beyond the date of termination.
3. Advising records are maintained in the Counseling Center two years beyond the date of termination.
4. Alumni records are maintained by the Director of Development.
5. Counseling records are maintained in the Counseling Center.
6. Financial records are maintained in the Business Office.
7. Financial Aid records are maintained by the Director of Financial Aid and are kept a minimum of five years after the student last received financial aid.
8. Medical records are maintained by the College Nurse.
9. Social and disciplinary records are maintained by the Student Development Office and are kept five years beyond the date of the student's termination of enrollment.

All of these records, except personal counseling records, medical records, and Financial Aid records, may be reviewed by the student. In some instances a written request may be required, but in no instance will the college wait longer than 45 days to provide access to the record. The student may be charged a minimum of ten cents per sheet for photocopies of his records. The custodians of the records, as listed above may all be reached by mail at Anderson College, Anderson, S.C. 29621.

If there is disagreement between the student and the custodian of the records that cannot be resolved in informal discussion, a hearing will be scheduled within forty-five days of the student's request. The hearing will be conducted by a person who is appointed by the Chairperson of the college faculty and approved by the student. At the hearing the student may be assisted by a person of the student's choice and at the student's expense. The student will be notified in writing of the outcome of the hearing.

If, after a formal hearing the student feels that his record is inaccurate or misleading, he will be given the privilege of making a written comment on the record setting forth his reasons for disagreeing with the college. The student's comment will then become a part of the record.

The college will not issue personally identifiable records, including transcripts, without the student's express written consent except: (a) Anderson College officials will have access to the records; (b) parents of dependent children will have access to grade reports; (c) records may be released in connection with a student's application for or receipt of financial aid; (d) certain state and federal officials have legal access to the records.

Directory information is considered to be public information and may be released by the college without written consent unless the college is instructed to withhold such information from the public. Items of directory information are: name, address, telephone listing, parents' names, date of birth, denomination, field of study, participation in officially recognized activities and sports, weight and height of varsity athletes, dates of attendance, degrees and awards received if a candidate for graduation, receipt of any honors, and previous educational institutions attended. Any student who does not want this information released by the college must communicate this in writing to the registrar by the end of the first week of classes each semester.

### **Title IX Prohibits Sexual Discrimination**

A student feeling discriminated against because of sex may consult with the Title IX Coordinator.

# Student Government Association

Anderson College is dedicated to student leadership and development. Students are given opportunities to declare themselves as candidates for elected positions, and appointments to committees are made by the President of the Student Government Association. Every student who wishes to become involved in campus life through appointment or election is able to find a place to serve.

You need to know who your campus leaders are. All of them are upperclassmen who have learned a great deal about Anderson College from first hand experience. They can help you find your "place" and places for service. Look them up, talk with them, ask questions . . . they can and will help you!

## Constitution of the Student Government Association of Anderson College

The Administration of Anderson College, believing that the welfare of the college will be advanced by the development of an efficient system of self-government among the students in all that relates to the conduct of the students individually and as a group, has entrusted to them a share in matters pertaining to student conduct, loyalty and honor.

The whole scheme of successful student government is based upon the idea of serious individual responsibility. Since the standards of the group can be no higher than those of each individual within the group, it is the duty of each student to strive to uphold the highest standard of conduct, loyalty and honor in all phases of college life.

### Article I - Name

#### Section 1.

The name of this organization shall be the Student Government Association of Anderson College.

### Article II - Object

#### Section 1.

The object of the Association shall be to foster student interests and activities, to encourage high standards of scholarship and honor among students, to aid in administering regulations, and to transact business pertaining to the student body.

### Article III - Membership

#### Section 1.

Every student enrolled in Anderson College automatically becomes a member of the Student Government Association.

### Article IV - Powers

#### Section 1.

The powers vested in the Student Government Association constitute a privilege granted by the Administration. The student body shall be governed by three branches: Executive, Legislative, and Judicial.

### Article V - Supremacy

#### Section 1.

The Student Government Association shall try to achieve representation of all students at Anderson College.

#### Section 2.

The President of the college and the Board of Trustees have final authority in all matters regarding Anderson College.

### Article VI - Executive Branch

#### Section 1.

The Executive Branch shall consist of the President, Vice-President, Secretary of the Student Government Association, freshman, sophomore, junior, and senior class presidents, and the Activities Board chairperson.

#### Section 2.

The President, Vice-President, and Secretary shall be elected by student body members.

- a. A student may nominate himself/herself or be nominated by a fellow student.
- b. All nominees will be placed on a ballot to select the person to run each job.
- c. All nominees must have a 2.0 GPR and be free from academic or social probation.
- d. Other campaign regulations to be given out and discussed at the campaign meeting.
- e. Must win by 1 over half the votes cast.

#### Section 3.

Duties of President:

- a. Shall call and preside over meetings of the student body.
- b. Shall act as representative of the student body.
- c. Shall meet with the Administrative team and the Trustees of the College.
- d. Shall appoint student government committees with approval of the Student Senate.
- e. Shall have veto power over Senate action.
- f. Shall appoint Attorney General and Assistant Attorney General with Senate approval.
- g. Shall appoint Chairperson of SGA committees.
- h. Shall serve as ex-officio member of all committees.
- i. Shall appoint students to serve on the college governance committees.

Section 4.

Duties of Vice-President:

- a. Shall perform the duties of the President in his/her absence or at the request of the President.
- b. Shall serve as President of the Student Senate.
- c. Shall serve as advisor of the Freshman class until officers are elected.
- d. Shall become President if that office is vacated.

Section 5.

Duties of Secretary:

- a. Shall carry on correspondence for the Student Government Association.
- b. Shall keep minutes of the Student Government Association meetings and Student Senate meetings.
- c. Shall serve as Chairperson of the Election Committee.

Section 6.

President's Advisory Cabinet:

- a. Shall serve in an advisory capacity to the President of the Student Government Association.
- b. Shall consist of the Vice-President of the SGA, Class Presidents, Chairperson of the Commuter Committee, Activities Board chairperson, and other student leaders (which includes chartered clubs and organizations).
- c. Shall meet at the request of the President. Absences may be excused at the President's discretion.

## Article VII - Legislative Branch

Section 1.

Powers of the student body rest within the Student Senate.

Section 2.

Composition of the Student Senate:

- a. Vice-President of SGA will preside over the Senate and vote only in case of tie.
- b. Class Presidents, the Activities Board Chairperson and other committee chairs shall serve as Senators to represent those classes.
- c. There will be six Senators elected from each class. All Senators are required to attend all meetings. They are allowed two excused absences per semester. Absences may be approved by the Vice-President of the SGA.
- d. The Secretary of the SGA shall serve as secretary and keep records of attendance.
- e. One advisory member shall sit without vote (a faculty or staff member approved by the Student Senate, and with the qualifications of a parliamentarian).

Section 3.

Qualifications for Election to Senate:

- a. All upperclassmen candidates must not be under any social probation, or other charges, depending on their severity, by the college.
- b. All upperclassmen must have at least a 2.0 GPR.
- c. All members must maintain a 2.0 GPR and attend all called and special meetings, except the two unexcused absences. If a Senator does not maintain a 2.0 GPR or exceeds the attendance policy and/or is put on social probation, depending on the severity, then he/she will be dismissed from his/her position and a new Senator will be appointed by the SGA President. Grades will be checked at the end of each semester and attendance will be checked monthly.

Section 4.

Powers and Duties of Student Senate:

- a. Ratify all committee appointments of the President.
- b. Ratify the SGA budget.
- c. Pursue recommendations from students of Anderson College.
- d. Act on all petitions from the student body.
- e. Serve on committees as deemed necessary by the Legislative Branch and the President of the SGA.
- f. Elect a President Pro Tem from the Student Senate to present SGA proposals to the appropriate authorities. The President Pro Tem shall preside over the Senate when Vice-President is not there.
- g. Override the presidential veto by 2/3 vote of the entire Senate.



- h. The Senate shall meet twice a month with the exception of December and May.
- i. Two-thirds of the Student Senate shall constitute a quorum to have a Senate meeting.
- j. If a vacancy arises, the president may appoint a new student to fill the position, but he/she must be approved by the Senate.
- k. The Senate has power to impeach the President or any other officer or elected member of the SGA by a 3/4 majority vote of the entire Student Senate, a majority vote of the Student Life Committee, with approval by the President of the College.
- l. The Senate shall meet for special called sessions.
- m. Shall recommend constitutional amendments to the Student Life Committee.

#### Section 5.

##### Election:

Rising upperclass members of the Senate shall be elected during the month of March and shall serve from the date of their installation until their successors are installed the following year. Freshmen Senators shall be elected in early September, and shall serve until the March elections. They may serve other terms as a Senator if re-elected by the rising class.

#### Section 6.

Student Senate shall follow parliamentary rules of procedure and they shall be enforced by the Parliamentarian.

#### Section 7.

##### Legislative Procedure:

- a. Proposals or petitions from the student body go to the Student Senate.
- b. Proposals from the Student Senate go to the President of the SGA for acceptance or rejection.
- c. If the President of the SGA rejects a proposal, it can be overridden by a 2/3 vote of the entire Senate. The proposal is then sent directly to the adviser and the Student Life Committee.
- d. A proposal that has the approval of the President of the Student Government Association goes to the Director of Student Activities and then to the Student Life Committee.
- e. The Student Life Committee either rejects or accepts the proposals from the Student Senate.
- f. Rejected proposals by the Student Life Committee are sent to the President of the College with explanations of why they have been rejected. He may override the decision of the Student Life Committee.
- g. Proposals agreed on by the Student Life Committee are sent to the President of the College for his signature.
- h. Once the President has signed the proposal, it becomes effective at his discretion.

#### Section 8.

##### Student Life Committee:

The Student Life Committee is appointed by the Governance System of Anderson College. Membership is made of six faculty/staff and two students. The purpose of the Committee is to serve as a sounding board to the President of the College concerning the recommendations, resolutions, and proposals coming from the Student Senate. After deliberation the feelings of the Committee concerning the issue is sent to the President for consideration in making a final decision. Ultimately, the President of the College has final authority on Student Senate actions. The Student Life Committee meets at least monthly and is subject to called meetings depending on Student Senate activity.

### Article VIII - Judicial

#### Section 1.

Disciplinary proceedings brought against a student for violation of the Student Code of Conduct will be adjudicated by the Judicial Board or the Dean of Student Development.

#### Section 2.

The judicial adviser shall determine the number of persons needed for each judicial body. Half of the student members of the Judicial Board shall be appointed by the President of SGA with Senate approval, and half of the student members shall be appointed by the Vice-President for Student Development. Faculty and/or Administrators shall be appointed by the Vice President for Academic Affairs.

#### Section 3.

The Vice-President and Dean of Student Development or his appointee shall serve as the presiding officer of judicial proceedings. The presiding officer shall be without vote.

#### Section 4.

The proceedings will be tape recorded and the recording will be kept until time for an appeal of the decision has passed. The tape is property of the College and cannot be released to anyone except the appeal officer.

#### Section 5.

Any student charged with a violation shall have the option of a hearing, and sentencing, either by the Judicial Board or The Vice-President or Dean of Student Development.

Section 6.

The Vice-President or the Dean of Student Development or their appointee may refer a "not guilty" plea to the Judicial Board even though the student may have requested the hearing and sentencing by the V.P. or Dean of Student Development.

Section 7.

Any behavior problem which arises that is not listed in any Anderson College publication shall be handled by the Vice-President or Dean of Student Development or their appointee.

Section 8.

At least 4 students and 2 faculty /administrators shall be present at a hearing for the Judicial Board to be in session.

Section 9.

Any member of the Judicial Board may be excused by the presiding officer if the member feels he/she would be prejudiced concerning a case.

Section 10.

In the event the Judicial Board does not have enough members to meet because of excuses for feeling prejudiced toward a case, the Vice President or the Dean of Student Development and the President of SGA shall appoint the appropriate number to meet the requirements.

Section 11.

The President of the SGA shall appoint an upperclassman to be the Attorney General and an Assistant Attorney General with Senate and adviser approval. He/She will be without vote on disciplinary proceedings.

Section 12.

The Attorney General or Assistant Attorney General shall meet with accused student, upon his/her request to review specific charges against him/her and to inform the student of his/her rights.

Section 13.

A decision by the Judicial Board or the Vice-President or Dean of Student Development may be appealed to the President and he may choose a Committee to hear the appeal.

Section 14.

An appointment for an appeal shall be made within three (3) school days of the initial sentencing. A request for an appeal shall be made in the office of the Vice-President of Student Development.

Section 15.

The grounds for appeal shall be:

1. Procedural rights violated.
2. Sentencing too severe.

Section 16.

The President of Anderson College and/or his Committee may:

- a. Uphold the decision.
- b. Request a meeting to discuss a lessening of the sentence.
- c. Leave the final decision to the Vice-President and Dean of Student Development.
- d. Reverse the decision of the Judicial Board.
- e. Add to the sentence.

Section 17.

The Vice-President and the Dean of Student Development have the right of appeal if they feels the sentence has been too light or procedures have been violated.

Section 18.

The Vice-President and the Dean of Student Development or their appointee shall adjudicate cases of participation in prohibited behavior during summer school.

Section 19.

The students serving on the disciplinary committee shall be appointed by the President of the SGA and the Vice-President for Student Development by the second week of the academic year, and they shall serve for the duration of the year.

Section 20.

The Attorney General and the Assistant Attorney General shall be appointed by the President of the SGA in April of each year. He/She will serve the entire next academic year.

## Article IX - Class Officers

Section 1.

A. Class presidents shall be elected by their respective classes.

- a. A student may nominate himself/herself or be nominated by a fellow student.
- b. All nominees must have a 2.0 GPR and be free from any social or academic probation.
- c. Upperclass elections shall be held in March of each year.
- d. Freshman election shall be held in September of each year.

Section 2.

Duties of the Class Presidents:

1. To preside over class meetings.
2. To serve on the Presidents Advisory Cabinet.
3. To serve as a member of the Student Senate.
4. To be in charge of planning class oriented events.

**Article X - Election**

Section 1.

All Student Government elections shall be administered by the Elections Board. Printed election guidelines shall be set by the Election Board. Changes in guidelines shall be done with Senate approval. Refer to Article VI, Section 1, #d. for other Election information.

**Article XI - Installation**

Section 1.

Student Government Association officers shall be installed in April at a Senate meeting. The outgoing President shall administer an oath to the new President and the new President shall in turn administer the oath to the new officers.

**Article XII - Vacancies**

Section 1.

The manner in which vacancies shall be filled shall be left to the discretion of the Director of Student Activities and the President of the Student Government Association. Vacancies shall be filled within 30 days unless the vacancy occurs less than 30 days before the vacancy would be filled by elections of appointment for the next academic year. Members have the duty of fulfilling the responsibilities of their position until the date of graduation.

**Article XIII - Relegation**

If any member of the Executive, Legislative, Judicial Branches, or of the Activities Board or other committees of the Student Government Association is found conducting him or herself in a way that would cause defamation to the Student Government Association, and Anderson College, and/or charged and found guilty, and depending on the severity of the offense, he or she may be released from the Student Government Association, with the decision coming from the Director of Student Activities.

**Article XIV - Impeachment**

Section 1.

Any Student Government officer shall be subject to impeachment. He/She may be impeached for a failure to fulfil his/her office or flagrant and willful violation of the Constitution.

Procedure:

1. Charges of impeachment will be sent to Student Senate for review.
2. After a hearing by the Senate and 3/4 majority vote of the entire Senate, the officer shall be discharged.

**Article XV - Amendments**

Section 1.

Recommended changes in the Constitution come through the Student Senate, advisers, and the Student Development Committee.

Section 2.

The President of the College can either:

- a. Accept the changes as presented or
- b. Recommend the changes be presented to the student body for a vote.

Section 3.

If the changes are presented to the student body, a secret ballot shall be the mode of voting.

Section 4.

A public notice of the proposed amendment shall be posted at least five days before voting.

Section 5.

Ten percent of the student body must vote with a 2/3 majority to pass.

## Article XVI - Changes in Guidelines

Procedures, Boards, Committees

Section 1.

Changes may be made by the Student Senate providing the changes are in agreement with a majority of the organizations that are affected.

Section 2.

Should disagreement arise between the Student Senate and the organization to be affected, the issue shall be resolved by the Student Life Committee.

## Article XVII - Attendance

Members of the Student Government Association Student Senate shall attend one-third of all organizational sponsored activities per semester. Two absences are allowed for the meetings (including the retreat) per semester. Members are sworn into office in the spring, but do not assume assigned responsibilities until the fall semester of the next academic year. Members must attend the spring semester Leadership Training sessions provided for them in March and April.

# Procedures, Boards & Committees

## Judicial Procedures

(A more complete description of the judicial process is found in the main section of this Handbook.)

Section 1.

Any person who is affiliated with Anderson College either as an administrator, a faculty or staff member or a student shall report student participation in the prohibited behavior code. All reports should be made to the Vice-President or the Dean of Student Development.

Section 2.

Once it is established that there is enough evidence to bring charges against a student, the Attorney General or the Assistant shall meet with the accused student in person and in private to inform the student of the specific charge, the nature of the evidence, and student rights. A student may waive the meeting with the Attorney General or The Assistant if the student signs a statement of waiver.

Section 3.

At the disciplinary hearing, which is a closed hearing, the defendant will be given an opportunity to question the nature of the evidence and witnesses. Disciplinary committee members may question the defendant and witnesses. After all parties are satisfied that evidence has been properly presented and witnesses properly heard, the defendant, witnesses and the Attorney General will be dismissed during deliberation.

Section 4.

The Judicial Board will decide by secret ballot and a simple majority vote as to whether the defendant is guilty or innocent. If a student is guilty, the Judicial Board will decide by simple majority vote the sanction to be imposed.

Section 5.

Normally the decision will be announced to the defendant on the same day of the hearing. The Judicial Board may have up to 48 hours before rendering a decision. The Vice-President or Dean of Student Development or their appointee will inform the defendant in person of the decision of the Judicial Board. The Vice-President or the Dean of Student Development or their appointee will implement the disciplinary penalty.

Section 6.

When a student has a disciplinary hearing by the Vice-President or the Dean of Student Development or their appointee, less formal procedures are followed.

## Search and Seizure Policy

1. Anderson College seeks to give every student the right of privacy against arbitrary and unnecessary intrusion into his/her private life.
2. A search of a student's room may be made by officials of Anderson College with a written search warrant from the Vice-President and Dean for Student Development or the Associate Dean for Student Development, or the Residence Life Coordinators. Residence Hall Supervisors may sign search warrants provided the search is not to be done in their own residence life complex.
3. Any time it is necessary for local law enforcement personnel to enter a student's room, a search warrant must be presented.

4. The search must be made by two or more College officials or by one College official with a witness, who is not an occupant, present at all times.
5. An itemized list of all objects seized during the execution of the search warrant will be prepared at the conclusion of the search and signed by all officials and witnesses. A copy of the signed list will be left with any occupant of the room, or in the event no occupant is present during the search, the copy will be left in the room. In the event nothing is seized during the search a copy of a signed statement attesting to that fact will be left with any occupant or in the unoccupied room. Any occupant present during the search will be asked to sign the list or statement, not as an admission of guilt, but to attest to what is being seized.
6. In the event that disciplinary charges are brought against a student as a result of the search and subsequent seizure, fundamental fairness will be given the student as outlined under Disciplinary Procedures in this Student Handbook.
7. In emergency situations when the delay necessary to obtain authorization constitutes a danger to persons, property or the building itself, or destruction of contraband, college officials may enter a room without a search warrant.

## Traffic Regulations

1. Students are permitted to keep vehicles on campus subject to College traffic regulations.
2. All power-driven vehicles, such as motor bikes, are subject to the same regulations as automobiles.
3. Vehicles parked on campus during the day or overnight must be registered. Students must re-register their vehicles each school year, and they will be issued new decals each year. The student registration fee is \$10.00 and there is no charge to register additional vehicles during the school year. Registration may be done during check-in at the beginning of first or second semester. Thereafter, the Security Office will register the vehicles and issue the parking decals.
4. The parking decals must be attached to the rear bumper or on the outside of the rear window in a location where they can be observed.
5. Students with temporary vehicles on campus day or night and students who invite visitors to stay overnight must obtain a temporary permit at the Security Office. They are free and valid for seven days.
6. The registered student is responsible for all violations charged to that decal. It is the responsibility of that student to settle the matter with the person borrowing the vehicle or misusing the decal on another vehicle. Immediately report missing decals to the Security Office to avoid responsibility of misuse.
7. It is the duty of all students to know the campus traffic and parking regulations. Ignorance is not an excuse for protest. All new regulations enacted during the semester will be announced in the Campus News, placed on bulletin boards, and published in the school newspaper.
8. Campus security officers patrol the campus parking areas on a regular basis. However, Anderson College does not assume responsibility for vandalism, damage or theft of or from vehicles on college property.

## Fines

### Reasons for Fines:

1. No parking decal or improper decal.
2. Parking in the wrong student zone, 8 a.m. - 1:00 p.m., Monday - Friday.
3. Parking in a reserved faculty/staff space, 8 a.m. - 4 p.m., Monday - Friday.
4. Parking in a reserved visitor space, 7 a.m. - 4 p.m., Monday - Friday.
5. Parking in an area not marked as a parking space at any time.
6. Parking in the driveway and circle of Fine Arts Center at any time.
7. Parking on sidewalks, curbs and lawns, and double parking.
8. Reckless driving.
9. Traveling wrong way on one-way street.
10. Parking a boat or trailer on campus other than in a designated area.

Fines must be paid in the Business Office before the end of each semester. The college will not permit students or former students with unpaid fines to register for additional semesters, nor will requests for transcripts be honored until the fines are paid.

## Towing

In addition to fines student vehicles may also be TOWED at the owner's expense for the following violations:

1. Parking in the reserved faculty/staff and visitor spaces during the restricted time periods.
2. Parking in the driveway and circle of Fine Arts Center at any time.
3. Parking in fire lanes or blocking traffic at any time.
4. Parking in the area in front of entrance to Post Office and Canteen.

### **Revoking a Parking Permit**

The Security Director has the authority to revoke campus parking privileges for a student who receives over five traffic violations in one semester.

### **Designated Parking Areas**

(Due to construction during the 1992-93 academic year, some parking areas may be unavailable for use and other areas may be re-designated as necessary.)

General parking at any time for all students;

1. Abney Athletic Center parking lot.
2. Kingsley parking lot (corner of Kingsley and College avenues).
3. Lawton parking lot (behind Lawton Hall).
4. Pit parking lot (beside the President's home).
5. Red spaces on Front Street, Kingsley Road and front of New Dorm.

Reserved parking for commuters and visitors:

1. White spaces in front of Music Department, 8:00 a.m. - 1:00 p.m., Monday -- Friday.
2. Side and rear Fine Arts Center parking lots, RESERVED AT ALL TIMES.

Fifteen minute parking for all students, 8:00 a.m. -- 4:00 p.m., Monday -- Friday. Seven 15 minute spaces are located in front of Watkins Teaching Center and two spaces in front of the Art Department for students making short visits on campus.

Reserved Faculty/Staff Parking spaces.

All the Spaces in the inner campus area with access by way of the lanes beside the Watkins Teaching Center are reserved for faculty/staff 7:00 a.m. -- 4:00 p.m., Monday -- Friday. There are also yellow reserved spaces for faculty/staff in front of Johnston Library on Front Street and above the Admissions Office on Kingsley Road. As a safety measure and to reduce traffic, students are requested not to drive vehicles into the inner campus area. +

### **Changing Status**

Students who change from resident to commuter status and vice versa are responsible for changing their parking decals. Changes are made at the Security Office.

### **Traffic Appeals**

Section 1.

To appeal a violation a student must pick up an appeal form in the Security Office within forty-eight hours after the violation. Students receiving a violation on the day preceding a holiday or on Friday or Saturday, must pick up an appeal form on the next regularly scheduled class day.

Section 2.

A student may request to make the appeal in person before the Appeals Committee or may rely on the reasons the student lists on the appeal form. In the event a student, who requests to appear in person fails to appear after receiving notice of the hearing date, the committee will make a decision based on the information appearing on the written appeal form.

### **Traffic Appeals Committee**

Section 1.

The purpose of committee is to hear student appeals to traffic violations. The committee will have final authority.

Section 2.

The committee shall be composed of five students appointed by the President of SGA and approved by the Student Senate. The Director of Security shall serve as chairperson of the committee without vote.

Section 3.

At least three students on the committee must be present to constitute a quorum.

Section 4.

The decision of the committee will be sent to the student normally within one week after the appeal.

## **Campus Activities Board**

Purpose:

To plan, organize, and carry out a program of social activities at Anderson College.

Function:

1. Keep abreast of student social needs.
2. Plan programs to meet social needs.
3. Offer a variety of programs so that needs of smaller groups will not go unheeded.
4. Work within budgetary allotment.
5. Determine if and when and how much to charge students for social activities.
6. Give adequate publicity to social events.
7. Organize effectively to see that every detail of the activity is student led.

**Membership:**

Membership to the Activities Board shall be granted only to those students who have filed application with the Activities Board, have been interviewed, and who meet the approval of the existing Board and the Student Senate. There are five committees that have available membership: Dance/Concert, Outdoor Recreation, Film, Special Events, and Travel/Shortcourse.

**I. Chairperson**

- a. The President of the SGA will appoint the Activities Board Chairperson based upon the recommendations of the existing Activities Board and its sponsor.
- b. The Chairperson of the Activities Board shall;
  1. Call meetings of the Board.
  2. Preside over meetings and retreats.
  3. Appoint committees within the Board.
  4. Temporarily fill in for a committee chairperson in the event of a vacancy.
  5. Attend Senate meetings and vote.
  6. The Chairperson shall be an upperclassman who shall be appointed in March of the current year.
  7. Attend all current organizational sponsored events.

**II. Other Members**

- a. The President of the SGA and the chairperson of the Activities Board, jointly, shall appoint upperclassmen from the applicants to serve on the Board. The Board is made up of five committees: Dance/Concert, Special Events, Film, Outdoor Recreation, Travel/Shortcourse.
- b. Students shall submit applications to the Activities Board by the August/September deadline as set by the Board.
- c. The Adviser of SGA and the Activities Board Chairperson, jointly, shall appoint 40 members from the applicants to serve on the Board.
- d. Members shall be appointed by mid-September.
- e. A member, upon resubmission of application and interview, may be reappointed to the Board for additional years.
- f. Membership should consist of 40 members.
- g. All Board members must have Senate approval.
- h. All members must maintain a 2.0 GPR. Grades will be checked at the end of each semester.
- i. Members must not be on activities probation or be found guilty of disciplinary charges (depending on the severity).
- j. If members are on probation or fall below a 2.0, they are released and a new member will replace them.

**Attendance**

Members of the Activities Board shall attend all Activities Board sponsored functions. Two absences are allowed for the meetings. For events, members must go to all of their committee's activities and one-third of all other planned Activities Board events per semester, including each semester's planning retreat.

**Assuming Office:**

Members of the Activities Board are sworn into office in the spring of each year but do not assume assigned responsibilities until the fall semester of the next academic year.

**Sponsor:**

The sponsor of the Activities Board shall be the Student Activities Director.

## Food Service Committee

**Purpose:**

To meet with the Manager of the Food Service Department and Vice-President for Business Affairs for sharing ideas, clarification of situations, and recommending special events programs. The Chairperson is appointed by the SGA president.

**Student Membership:**

The President of the Student Government Association shall appoint six (6) students to serve on the Committee. The students will be appointed, with Senate approval, in September of each academic year and shall serve the duration of that academic year.

Other Membership:

Vice-President for Business Affairs, Manager of Food Service, and a faculty member appointed by the Chairperson of the Faculty.

Meetings:

Meetings shall be held at least three (3) times a semester, and they shall be called by the Chairperson.

## Commuting Student Committee

Purpose:

The purpose of the Committee is to give the commuting student a representative voice in student life at Anderson College.

Function:

1. Encourage and plan commuting student involvement in student life.
2. Encourage commuting students to become active participants in Student Government offices and elections.
3. Help set up and organize participation in intramurals.
4. Make recommendations and/or proposals to the Student Senate regarding concerns of commuters.
5. Have at least two meetings of commuting students per semester.
6. Sponsor a fellowship, get acquainted time for commuters at the beginning of each semester.
7. Make recommendations to Student Government President of potential leaders within commuting students.

Membership:

- I. Chairperson
  - a. The President of the Student Government Association shall appoint the chairperson of the Commuting Student Committee. The Student Senate shall approve the Chairperson.
  - b. The Chairperson of the Committee shall:
    1. Call meetings of the Committee.
    2. Preside over the meetings.
    3. Appoint committee within the committee.
    4. Serve as the official representative of the commuting students.
    5. Represent the Commuting Student Committee at a Senate meeting if the Senate so desires.
  - c. The Chairperson shall be a rising upperclassman and will take office at the time Student Government officers are initiated.
- II. Other members:
  - a. The President of the Student Government Association, after consultation with the Committee Chairperson, shall appoint 6 upperclassmen and 3 freshmen to serve on the Committee. Committee members must have approval of the Student Senate.
  - b. The 6 upperclassmen will be appointed in April of the current year. They will serve until the SGA installation of the following year.
  - c. The 3 freshmen shall be appointed by mid-September of their freshman year and serve until the SGA installation of the same year. A freshman may be reappointed to serve as an upperclassman.

## Elections Board

Purpose:

The Elections Board shall be in charge of all elections held by the Student Government Association.

Function:

1. Hold elections for President, Vice-President, and Secretary of the Student Government Association.
2. Hold election for Student Senate.
3. Hold election for class officers.
4. Hold election for the Second Mile Award.
5. Hold election for the AC Beauty Court.
6. Be in charge of voting on ratification of Constitutional or referendum on Constitutional changes.
7. Set up balloting stations.
8. Count votes.
9. Meet with candidates to explain election procedures.
10. Determine manner in which candidates shall be presented to the student body.



**Membership:**

**I. Chairperson**

- a. The Secretary of the Student Government Association shall be the Chairperson of the Elections Board.
- b. The Chairperson shall assume office upon Student Government Association installation.

**II. Other Members.**

- a. The President of the Student Government Association, after consultation with the Chairperson, shall appoint two (2) seniors, (2) juniors, two (2) sophomores and two (2) freshmen.
- b. Membership shall be completed by mid-September, and members will serve the entire year.

**Elections Board Guidelines**

The guidelines set below are suggested as election procedures:

1. Balloting stations on campus will be determined by the Elections Committee and announced in advance in the "Campus News."
2. Volunteers will be used to watch the boxes.
3. The time of balloting will be designated by the Elections Board.
4. Identification card must be shown to receive a ballot.
5. Each student must cast his/her own ballot.
6. No campaigning will be allowed in the voting area.
7. Provisions for absentee ballots can be made.
8. Elected positions requiring speeches must be done within time limits or they will be scratched from the ballot.
9. Any other campaign guidelines determined by student senate approval.

## **Communications Committee**

**Purpose:**

To communicate to the student body through posters, newsletters, etc., the upcoming events and work of the Student Government Association.

**Function:**

1. To sponsor the Campus News.
2. To announce election dates, times, and places.
3. To prepare posters and other publicity for all Student Government Association sponsored events.

**Membership:**

**I. Chairperson**

- a. The President of the Student Government Association shall appoint a Communication Chairperson with Senate approval.
- b. The Chairperson of the Communications Committee shall:
  1. Call meetings of the Communications Committee.
  2. Preside over meetings.
  3. Be in charge of gathering information to be communicated.
- c. The Chairperson shall be an upperclassman who shall be appointed in March of the current year.

**II. Other Members:**

- a. The President of the Student Government Association, after consultation with the Communications Committee Chairperson, shall appoint six upperclass resident or commuting students.
- b. The upperclassmen shall be appointed in April of the current year.
- c. The President of the Student Government Association, after consultation with the Communications Committee Chairperson, shall appoint two freshmen resident or commuting students.
- d. The two freshmen shall be appointed by mid-September of their freshman year.
- e. A member may be reappointed to the Committee for the additional years.
- f. All members must have Senate approval.

## **Budget Review Committee**

**Purpose:**

To review and evaluate the Student Government Association Budget.

Function:

1. To review monthly spending and to approve expenditures.
2. To request additional money or adjustment of funds.
3. To inform members of budget status.

Membership:

- I. Chairperson will be appointed in April with Senate approval.

1. Will call meetings.
2. Preside over meetings.
3. The chairperson will be a rising upperclassman.

- II. Other Members

- a. The President, after consultation with the chairperson, shall appoint 8 members (2) from each class, one of whom will represent the Activities Board Branch.
- b. Members will be appointed in April for the upperclassmen levels and in September for the freshmen representatives.

## Other Committees

The SGA appoints members of the following ad hoc Committees:

1. Orientation Committee: assists with Summer Orientation programs.
2. Beauty Court Committee
3. SGA Handbook Committee
4. Leadership Scholarship Committee
5. Parents Weekend Planning Committee

Chairpersons will be appointed by the SGA Vice-President and the adviser. Members of the Committees are appointed by the SGA Vice-President and approved by the Student Senate.

# Anderson College Substance Abuse Education and Prevention Program (Revised, 1991)

This information is provided to all students, faculty and staff to meet federal standards set forth in the Drug Free Schools and Communities Act Amendments of 1989 (34CFR Part 86, RIN 1880-AA46 Public Law 101-226)

## Statement of Purpose

Anderson College is a private college sponsored by the South Carolina Baptist Convention. The college offers a Christian educational program whereby students are provided opportunities to develop intellectually, physically, socially, morally, and spiritually within an institution which affirms the teaching of Jesus Christ as the ultimate guide for living. The college is operated by Christian trustees, faculty, administrators, and staff.

Alcohol and drug abuse account for unhappy and miserable lives for those who become dependent on these substances. In America today we have become a chemical culture. The chemicals are alcohol and drugs that alter moods and are depended on by many people to help cope with life, even when the substances cause additional serious problems in living. Over 10% of all deaths in the country are related to alcohol and drugs. More than 60% of all motor vehicle fatalities are alcohol and drug related. Half of all homicides, and a fourth of all suicides are related to alcohol abuse. Persons with a "drinking problem" are seven times more likely to be separated or divorced than those in the general population. The total cost of alcohol and drug abuse in the United States is over 117 billion dollars a year. The alcoholics life span is shortened (an average) by 10-12 years and at least 18 million adults in this country are problem drinkers. (Taken from the Harvard Medical School Health Letter and U.S. News and World Report, November 1987.)

This information and other information regarding the personal health dangers to individuals of alcohol and drug abuse implies the need to inform, educate and assist individuals with understanding the dangers of abuse.

In addition to the policy guidelines detailed below, all members of our community should realize that education, training and treatment programs are available through Anderson County Alcohol and Drug Abuse Commission, Anderson County Mental Health, South Carolina Vocational Rehabilitation Office, the Family Counseling Center, the Anderson College Counseling Center, and Anderson College Health Center.

At Anderson College our approach to problems should be positive, educational and redemptive. The community should be aware, however, that the college will take action when its policies on the use, possession, distribution, manufacture, and sale of illegal drugs have been violated. The college will also cooperate with the local, state, and federal authorities in the detection and prosecution of drug offenses.

## College Policies and Sanctions

The policies listed below apply to the Anderson College campus and all college sponsored events at off-campus locations. Administrators, alumni, faculty, guests, staff, and students must adhere to all applicable federal, state, and local law and college regulations related to the sale and use of alcoholic beverages and drugs. Any person found in possession of felony drugs, or manufacturing or selling of alcoholic beverages or drugs on college campus or at college sponsored events will be referred to local law enforcement officers for prosecution. Any student or employee convicted of violation of state and local law may be subject to suspension from the college.

### Student Disciplinary Code

Included in the list of behavior prohibited for Anderson College students are:

- #10. "Use, manufacture, possession or distribution of narcotic or other controlled substances except as expressly permitted by law."
- #11. "Use, possession or distribution of alcoholic beverages on College premises, at college sponsored functions, at functions where Anderson College is official represented, or public intoxication."

### Automatic Minimum Sanctions:

**Alcohol:** Possessing and/or consuming alcohol on campus.

Penalty: 1st offense - \$160 fine\*, or \$80 and probation; Notification of parents.

2nd offense - \$160 fine\*, (no probation option for reduction of fine), probation, attend ADAC educational program.

3rd offense - Suspension from the college.

\*Fines designated by an asterisk (\*) apply to those who are under 21 years of age. For students of legal age, the fine is \$60 for possession and/or consumption. Other penalties apply regardless of age.

**Drugs:** Being under influence of alcohol or simple possession of illegal drugs. 1st offense - \$200 fine, ADAC educational program, work program, notification of parents. 2nd offense - \$200 fine, suspension from residence hall, disciplinary probation.

### **DUI Policy**

Anderson College is supportive of state efforts to reduce the number of highway deaths and accidents related to alcohol use. A student guilty of DUI will be required to come for a conference with the Vice President for Student Development to discuss ways for improved behavior. Should the student receive another DUI charge, more drastic action will be taken which may result in suspension from Anderson College. (Taken from AC Student Handbook)

Other information related to the prohibited behavior code and sanctions may be found in the Anderson College Student Handbook.

## **Information on Use/Abuse of Alcohol, Tobacco, and Controlled Substances**

### **Effects of Alcohol**

Surveys of college students indicate that the drug of choice is alcohol. Student problems associated with alcohol use are many and have an adverse effect on the educational process. These problems include physical injuries, loss of personal relationships, unwanted/regretted sex, vandalism, poor grades, alcoholism and disciplinary problems.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. (Taken from: Federal Register, Vol. 55, No. 159. Thursday, August 16, 1990: " Rules and Regulations.")

### **Effects of Tobacco Products**

Tobacco products are harmful to individuals, when smoked, inhaled or used orally. Tobacco contains over 4,000 different gases, particles and compounds including tar, nicotine and carbon monoxide. Tobacco smoke "tar" is composed of several thousand chemicals that can damage lung tissue and cause several diseases.

Nicotine is found only in tobacco. It acts as a mild stimulant to the central nervous system and is what causes the addiction to tobacco products. Carbon monoxide, which makes up about 4 percent of tobacco smoke, impairs the oxygen-carrying capacity of the blood to the body's tissues, literally driving the oxygen out of the red blood cells. At the same time nicotine is causing the heart to work harder, it is depriving the heart of the extra oxygen it needs. Carbon monoxide also promotes cholesterol deposits in arteries, impairs vision and judgement, and reduces attentiveness to sound.

Smoking is the single largest preventable cause of premature death and disability in the United States and is related to 390,000 deaths each year. Statistics indicate that smokers die younger than nonsmokers. Smoking is one of the major risk factors in heart attacks. The use of tobacco has been implicated in cancers of the mouth, larynx, pharynx, esophagus, pancreas, cervix, uterus and bladder. Smoking accounts for approximately 30 percent of all cancer deaths, as a major cause of heart disease, and is linked to colds, gastric ulcers, chronic bronchitis, and emphysema. The American Cancer Society estimates that smoking cigarettes account for 85 percent of lung cancer cases among males and 75 percent among females.

The effects of other drugs on the body are discussed on the chart on the following page.

# Federal Trafficking Penalties

As of November 18, 1988

CSA	PENALTY		Quantity	DRUG	Quantity	PENALTY		
	2nd Offense	1st Offense				1st Offense	2nd Offense	
I and II	Not less than 10 years. Not more than life.	Not less than 5 years. Not more than 40 years.	{ 10-99 gm or 100-999 gm mixture	<b>METHAMPHETAMINE</b>	{ 100 gm or more or 1 kg <sup>1</sup> or more mixture	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.	
			{ 100-999 gm mixture	<b>HEROIN</b>	{ 1 kg or more mixture			
			{ 500-4,999 gm mixture	<b>COCAINE</b>	{ 5 kg or more mixture			
	{ 5-49 gm mixture	<b>COCAINE BASE</b>	{ 50 gm or more mixture	If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life.			
	{ 10-99 gm or 100-999 gm mixture	<b>PCP</b>	{ 100 gm or more or 1 kg or more mixture					
	{ 1-10 gm mixture	<b> LSD</b>	{ 10 gm or more mixture					
Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$2 million individual, \$5 million other than individual.	{ 40-399 gm mixture	<b>FENTANYL</b>	{ 400 gm or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.		
		{ 10-99 gm mixture	<b>FENTANYL ANALOGUE</b>	{ 100 gm or more mixture				
<b>Drug</b>	<b>Quantity</b>	<b>First Offense</b>		<b>Second Offense</b>				
Others <sup>2</sup>	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.		Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.				
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.		Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual.			
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.		Not more than 6 years. Fine not more than \$500,000 individual, \$2 million not individual.			
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.		Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 not individual.			

<sup>1</sup>Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

<sup>2</sup>Does not include marijuana, hashish, or hash oil. (See separate chart.)

# Federal Trafficking Penalties - Marijuana

As of November 18, 1988

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	<b>Marijuana</b> Mixture containing detectable quantity*	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	<b>Marijuana</b> Mixture containing detectable quantity*	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	<b>Marijuana</b>	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	<b>Hashish</b>		
1 to 100 kg	<b>Hashish Oil</b>		
50-99 plants	<b>Marijuana</b>		
Less than 50 kg	<b>Marijuana</b>	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual
Less than 10 kg	<b>Hashish</b>		
Less than 1 kg	<b>Hashish Oil</b>		

\*Includes Hashish and Hashish Oil

(Marijuana is a Schedule I Controlled Substance)

## Information About the South Carolina Law Regarding Alcohol

### It is Illegal:

To purchase or possess beer or wine if you are under the age of 21. Penalty: A fine of not less than \$25 nor more than \$100.

To purchase or possess liquor if you are under the age of 21.

Penalty: A fine of not less than \$100 nor more than \$200 or imprisonment for not more than 30 days. To lie or give false information concerning age in order to purchase beer or wine. Penalty: A fine of not less than \$50 nor more than \$100 or imprisonment for not more than 30 days.

To lie or give false information concerning age in order to obtain liquor. Penalty: A fine of not less than \$100 nor more than \$200 or imprisonment for not more than 30 days.

To possess an altered or invalid driver's license or personal identification card. Penalty: 1st offense: A fine of not more than \$200 or imprisonment for not more than 30 days. 2nd or subsequent offenses: A fine of not more than \$500 or imprisonment for not more than six months.

To lend a driver's license or personal identification card to any other person. Penalty: 1st offense: A fine of not more than \$200 or imprisonment for not more than 30 days. 2nd or subsequent offenses: A fine of not more than \$500 or imprisonment for not more than six months.

To give false information on an application to obtain a driver's license or personal identification card. Penalty: 1st offense: A fine of not more than \$200 or imprisonment for not more than 30 days. 2nd or subsequent offenses: A fine of not more than \$500 or imprisonment for not more than six months.

To alter a driver's license. Penalty: A fine of not more than \$2500 or imprisonment for not more than six months or both.

To sell or issue a false driver's license. Penalty: A fine of up to \$2500 or imprisonment for not more than six months, or both.

To use someone else's driver's license or identification card. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.

To use an altered driver's license or identification card containing false information. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.

To give beer, wine or liquor to anyone who is under the age of 21. This law includes serving anyone in your home except your child or spouse. Penalty: A fine of not more than \$200 or imprisonment for not more than 30 days.

To sell beer, wine or liquor to anyone under age of 21. Penalty: A fine of not less than \$100 nor more than \$200 or imprisonment for not less than 30 days nor more than 60 days, or both.

To have an open container of beer or wine in a moving vehicle of any kind, except the trunk or luggage compartment. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.

To have an open container of liquor anywhere except in a private residence, hotel or motel room, licensed minibottle establishment, the luggage compartment of a vehicle or a legally constituted private gathering. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.

Display conduct- To be grossly intoxicated on any highway or at any public place or public gathering. Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days

To be driving under the influence (DUI) of alcohol or other drugs. With a Blood alcohol content (BAC) level of 0.10% or more, it may be that the person was under the influence of alcohol. With a BAC less than 0.10% the BAC may be considered with other evidence and the person may be charged with DUI. Penalty: 1st offense: A fine of \$200 or imprisonment for not less than 48 hours nor more than 30 days; driver's license is suspended for 6 months. 2nd offense: A fine of not less than \$2000 nor more than \$5000 and imprisonment for not less than 48 hours nor more than 1 year; driver's license is suspended for 1 year. 3rd offense: A fine of not less than \$3500 nor more than \$6000 and imprisonment for not less than 60 days nor more than 3 years; driver's license is suspended for 2 years. 4th or subsequent offenses: Imprisonment for not less than 1 year nor more than 5 years; driver's license is suspended for 3 years for a 4th offense and is permanently revoked for a 5th offense; if the offender is the owner of the vehicle or a resident of the household of the owner of the vehicle, the vehicle shall be confiscated at the time of arrest.

Felony driving under the influence - Driving under the influence which results in great bodily harm or death. Penalty: For causing great bodily harm - A fine of not less than \$5000 nor more than \$10,000 and imprisonment for not less than 30 days nor more than 10 years; driver's license is suspended for period of imprisonment plus 3 years. For causing death - A fine of not less than \$10,000 nor more than \$25,000 and imprisonment for not less than 1 year nor more than 25 years; driver's license is suspended for period of imprisonment plus 3 years.

## Information About South Carolina State Law Regarding Controlled Substances

A partial list of South Carolina controlled substance laws follows:

### A. Marijuana, Hashish, Methaqualone, Amphetamines.

1. Possession of 1 ounce or less of marijuana or 10 grams or less of hashish. Penalty: 1st offense -not more than 30 days or not less than \$100 nor more than \$200. 2nd or subsequent offenses -not more than 1 year and/or \$200 to \$1,000.
2. Possession of Methaqualone, Amphetamines, or more than 1 ounce of marijuana, or more than 10 grams of Hashish. Penalty: 1st offense - not more than 6 months and/or not more than \$1,000. 2nd or subsequent offenses - not more than 1 year and/or not more than \$2,000.
3. Manufacture, distribution, or possession with intent to distribute. Penalty: 1st offense - not more than 5 years and/or not more than \$5,000. 2nd offense - not more than 10 years and/or not more than \$10,000. 3rd or subsequent offenses - not more than 5 years nor more 20 years and/or not more than \$20,000.

### B. LSD, Heroin, Cocaine

1. Possession. Penalty: 1st offense - not more than 2 years and/or not more than \$5,000. 2nd offense - not more than 3 years and/or not more than \$5,000. 3rd or subsequent offenses - not more than 4 years and/or not more than \$10,000.
2. Manufacture, distribution or possession with intent to distribute. Penalty: 1st offense - not more than 15 years and/or not more than \$25,000. 2nd offense - not less than 5 years nor more than 30 years and/or not more than \$50,000. 3rd or subsequent offenses - not less than 15 years nor more than 30 years and/or not more than \$50,000.

### C. Ice, Crack, Crack Cocaine

1. Possession of less than 1 gram. Penalty: 1st offense - not less than 2 years nor more than 5 years and not less than \$5,000. 2nd offense - not less than 4 years nor more than 7 years and not less than \$10,000. 3rd or subsequent offenses - not less than 10 years nor more 15 years and not less than \$15,000.

For further information concerning controlled substances, please contact the Anderson College Security Department.

# CONTROLLED SUBSTANCES - Use

Drugs/ CSA Schedules	Trade or Other Names	Medical Uses	Dependence Physical
<b>NARCOTICS</b>			
Opium	II III V Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High
Morphine	II III Morphine, MS-Contin, Roxanol, Roxanol - SR	Analgesic, antitussive	High
Codeine	II III V Tylenol w/Codeine, Empirin w/Codeine Robitussin A-C, Fiorinal W/Codeine	Analgesic, antitussive	Moderate
Heroin	I Diacetylmorphine, Horse, Smack	None	High
Hydromorphone	II Dilaudid	Analgesic	High
Meperidine(Pethidine)	II Demoral, Mepergan	Analgesic	High
Methadone	II Dolophine, Methadone, Methadose	Analgesic	High
Other	I II III IV V Numorphan, Percodan, Percocet, Tylox Tussionex, Fentanyl, Darvon, Lomotil, Talwin <sup>2</sup>	Analgesic, antidiarrheal, antitussive	High/Low
<b>DEPRESSANTS</b>			
Chloral Hydrate	IV Noctec	Hypnotic	Moderate
Barbiturates	II III IV Amytal, Butison, Fiorinal, Lotusate, Nembutal Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High/Mod.
Benzodiazepines	IV Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxex, Veratran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low
Methaqualone	I Quaalude	Sedative, hypnotic	High
Glutethimide	III Doriden	Sedative, hypnotic	High
Other	III IV Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate
<b>STIMULANTS</b>			
Cocaine <sup>1</sup>	II Coke, Flake, Snow, Crack	Local anesthetic	Possible
Amphetamines	II Biphetamine, Deltobese, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy weight control	Possible
Phenmetrazine	II Pretudin	Weight Control	Possible
Methylphenidate	II Ritalin	Attention deficit disorder, narcolepsy	Possible
Other	III IV Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine Sanorex, Tenuate, Tepanil, Prelu-2	Weight Control	Possible
<b>HALLUCINOGENS</b>			
LSD	I Acid, Microdot	None	None
Mescaline & Peyote	I Mexc, Buttons, Cactus	None	None
Amphetamine Variants	I 2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown
Phencyclidine	II PCP, Angel Dust, Hog	None	Unknown
Phencyclidine Analogues	I PCE, PCPy, TCP	None	Unknown
Other	I Butotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None
<b>CANNABIS</b>			
Marijuana	I Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	None	Unknown
Tetrahydrocannabinol	II THC, Marinol	Cancer chemotherapy, antinauseant	Unknown
Hashish	I Hash	None	Unknown
Hashish Oil	I Hash Oil	None	Unknown



# Effects

Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
High	Yes	3-6	Oral, Smoked			
High	Yes	3-6	Oral, Smoked, Injected	Euphoria, drowsiness, respiratory depression	Slow and shallow breathing	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic
Moderate	Yes	3-6	Oral, Injected	constricted pupils, nausea	clammy skin, convulsions, coma	cramps, nausea, chills and sweating
High	Yes	3-6	Injected, sniffed, smoked		possible death.	
High	Yes	3-6	Oral, Injected			
High	Yes	3-6	Oral, Injected			
High-Low	Yes	12-24	Oral, Injected			
High-Low	Yes	Variable	Oral, Injected			
Moderate	Yes	5-8	Oral			
High-Mod.	Yes	1-16	Oral	Slurred speech, disorientation	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Low	Yes	4-8	Oral	drunken behavior without odor of alcohol		
High	Yes	4-8	Oral			
Moderate	Yes	4-8	Oral			
Moderate	Yes	4-8	Oral			
High	Yes	1-2	Sniffed, Smoked, Injected	Increased alertness	Agitation	Apathy,
High	Yes	2-4	Oral, Injected	excitation. euphoria	increase in body temperature, hallucinations, convulsions	long periods of sleep
High	Yes	2-4	Oral, Injected	increased pulse rate & blood pressure, insomnia	possible death	irritability, depression, disorientation
Moderate	Yes	2-4	Oral, Injected	loss of appetite		
High	Yes	2-4	Oral, Injected			
Unknown	Yes	8-12	Oral			
Unknown	Yes	8-12	Oral	illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Unknown	Yes	Variable	Oral, Injected			
High	Yes	Days	Smoked, Oral, Injected			
High	Yes	Days	Smoked, Oral, Injected			
Unknown	Possible	Variable	Smoked, Oral, Injected, Sniffed			
Moderate	Yes	2-4	Smoked, Oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	insomnia, hyperactivity, and decreased appetite
Moderate	Yes	2-4	Smoked, Oral			
Moderate	Yes	2-4	Smoked, Oral			
Moderate	Yes	2-4	Smoked, Oral			

## Resources and Student/Employee Assistance

Anderson College is a community and all members of the community are responsible for maintaining order, and discipline on the college campus. The Student Development Division serves the primary role of coordination and implementation of Anderson College's substance abuse policy. The division's position emphasizes the early identification of the intervention into substance use problems experienced by persons. Our personnel and institution's commitment is made manifest by the following services:

### Information

The Counseling Center provides current information on alcohol and other drugs, including topics of addiction, self-assessment and help, high risks behaviors leading to and consequences of drug use, and drug facts.

The College Health Center provides current information on the use and abuse of alcohol, tobacco, and drugs. Programs are provided on topics of health care throughout the year. The nurse is available for consultation with any person.

This information is made available through brochures, journals, books, video, and cassette tapes, posters and newsletters to faculty/staff and students. High traffic areas of the campus will be provided with handout materials related to substance use and it's consequences.

### Education/Programming

Educational experiences are offered by key areas within the college. These experiences include:

-Alcohol Awareness Week - one to two week emphasis each semester with the focus on substance abuse. Offerings to general campus population and special groups.

-Presentation of videos, films, and invited speakers on issues of substance use and abuse. These will be provided each semester for students and periodically at faculty and staff meetings.

### Counseling/Referral

Counselors in the Counseling Center have special training in addiction counseling. Other staff members of the college have also received special training and experience in addiction counseling and are available for programming, counseling, and referral.

Close affiliation with the Anderson/Oconee Alcohol and Drug Abuse Commission, where persons may be referred for assessment and/or treatment.

Agreement with the Vocational Rehabilitation of South Carolina Office to refer individuals for counseling and assistance.

### Phone Numbers:

Anderson College Counseling Center 231-2018  
Anderson College Health Center 231-2148  
Anderson College Security 231-2060  
Anderson-Oconee Alcohol and Drug Abuse Commission 260-4168  
S.C. Vocational Rehabilitation Office 224-6391



**ALMA MATER**

Dear to our hearts is our  
Alma Mater  
Loyal and true are we;  
Truest devotion till life is ended.  
Wholly we pledge to thee.

Tho' from thy halls far away  
We wander  
Thoughts back to thee will fly,  
And tender mem'ries time  
Cannot sever,  
Love that will never die.

Heaven's choicest blessings  
Ever attend thee,  
Dear Alma Mater mine--  
No shadows harm thee,  
No fears alarm thee.  
Always the sunshine thine.

And tho' we leave thee, we'll  
Never grieve thee,  
True to our Trust we'll be;  
Our best endeavor, now and  
Forever.  
Always to honor thee.

--Mrs. Charles Sullivan--